Release note
eProcurement in Funding & Tenders Portal

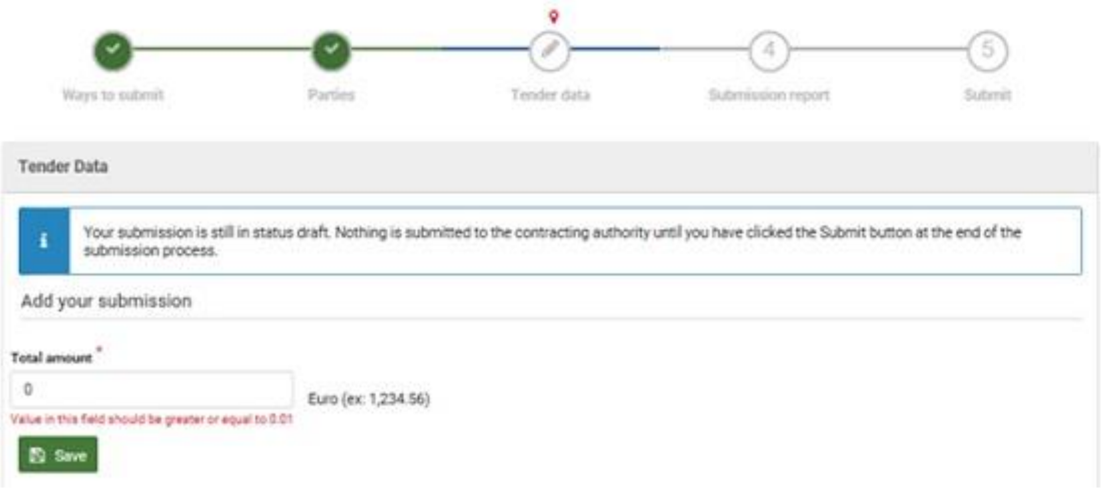
European Commission - Directorate General for Informatics Directorate B - Digital Business Solutions

Release date 01 February 2021

In this release, we introduce improvements and simplification in the Tender Data screen as well as new functionality enabling the submitter to indicate a different user as Contact Person of the tender.

Improvements in the Tender Data screen

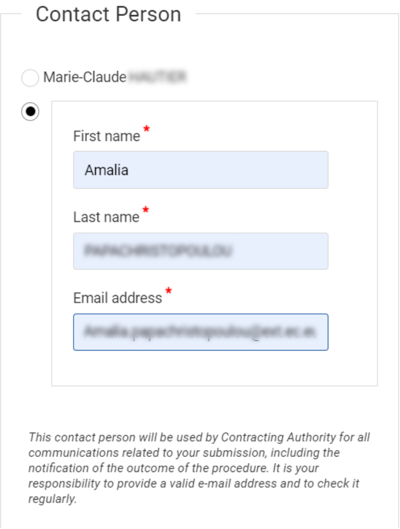
- Economic operators will benefit from a **simplification** in the Tender Data screen. Previously this screen included three fields related to the amount of the tender: “Total amount excl. taxes”, “Total taxes amount” and “Total amount incl. taxes”. In procedures published after this release, tenderers will have to fill in only **one field – “Total amount”** corresponding to the tender amount used for evaluation. This amount may be with or without taxes, duties and other charges, depending on whether the contracting authority is exempt from these and the instructions it provides in the call for tenders’ documentation.



- A clear information message is displayed on the Tender data screen reminding the economic operators that their submission is still in draft before they click on the “Submit” button (and then confirm the decision to submit) at the end of the submission process.

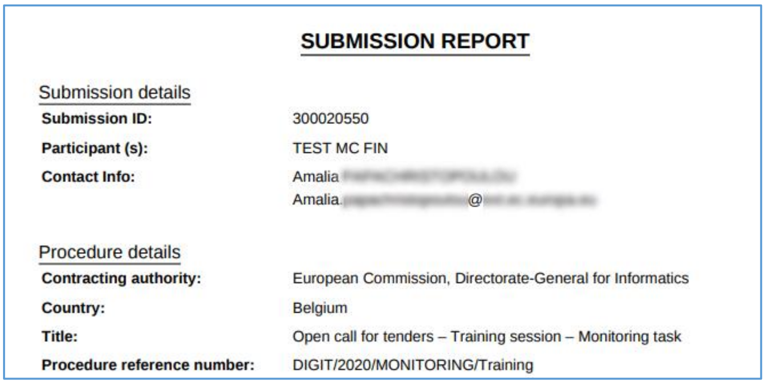
Improvements concerning the tender Contact Person

The user submitting the tender in eSubmission is by default indicated as Contact Person for the tender but s/he can choose to indicate someone else instead.



If the Contact Person does not have an EU Login account, the system will automatically create a temporary EU Login account for the indicated e-mail address and will send to this e-mail address a message with a request to complete the EU Login registration. **This automatic notification contains no reference to the procedure**.

The Contact Person details (first name, last name and email address) can be found in the submission report



SUBMISSION REPORT

Submission details

Submission ID:	300020550
Participant (s):	TEST MC FIN
Contact Info:	Amalia Amalia @

Procedure details

Contracting authority:	European Commission, Directorate-General for Informatics
Country:	Belgium
Title:	Open call for tenders – Training session – Monitoring task
Procedure reference number:	DIGIT/2020/MONITORING/Training

The Contact Person becomes automatically the Primary Coordinator Contact (PCoCo) for the tender. This role allows the user to perform the following actions in the [Funding &Tenders Portal] after the tender is submitted (click on *Login* in the top right corner and then *My Submissions* on the left menu):

- Withdraw submission (available only before the submission deadline);
- View Receipt (or Withdrawal receipt if the tender is withdrawn);
- Manage roles (available only after the opening session; this allows the user to add/remove persons who can also perform the above actions for the submitted tender).

If the user submitting the tender is not the tender Contact Person, s/he will receive the role Coordinator Contact (CoCo) for the tender. This role gives the user the same rights and permissions as the PCoCO (see above).

The Contact Person and the person submitting the tender (if different from the Contact Person) will receive the **Submission Receipt notification** by e-mail (the

Contact Person e-mail address indicated in eSubmission and the email address linked to the EU login of the person submitting the tender).

The notifications are also available in the Funding &Tenders Portal's notification section (the bell icon in the top right corner) which appears after the user has logged on with his/her EU Login.