




## Release note

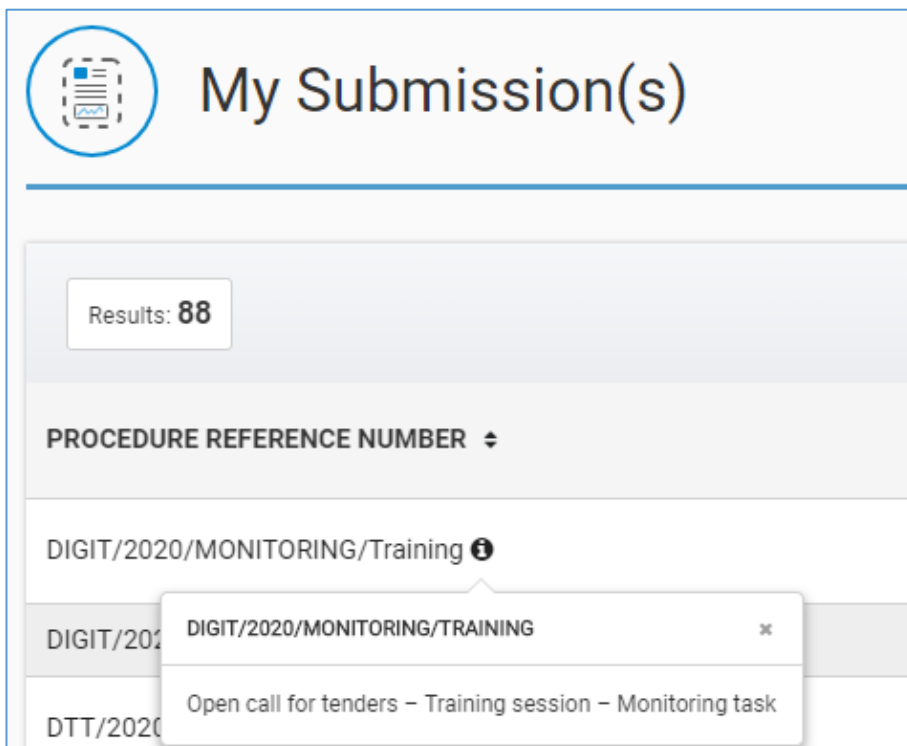
### eSubmission in Funding & Tenders Portal for published procurement procedures (Open Procedures)

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

Release date 26 October 2020

## Miscellaneous

- The titles of procedures were added in several screens on the Funding & tender opportunities portal. For example, in **My Submission(s)**, you find the Procedure reference number. From now on, when clicking the  icon, the procedure title is available.



- In the header of all generated documents (submission report, submission receipt...), the logo and Contracting Authorities names have been reviewed. The logo corresponds now to the Contracting authority, and long names are completely displayed.
- From eSubmission, eSubmission quick guides are downloadable per procedure type. Depending on the procedure the user is responding to, clicking the help icon will either download the guide about request for services or the one about published procurement procedures.



- On eSubmission homepage, from the **tendering data**, the user can access the procurement documents and the call for tenders' space on TED eTendering.

Clicking the **show more** button displays additional details from now on.

**Tendering data**

**Title:** Open call for tenders – Training session – Monitoring task  
**Description:** This call for tenders is prepared for the training sessions to show the Monitoring task in Compass

**Procedure**

Procedure reference number: DIGIT/2020/MONITORING/Training  
Procurement type: Services  
Opening Date: 01/04/2030 11:00:00 UTC+02:00  
Procedure type: Open procedure  
Publication date: 27/01/2020  
Deadline: 30/03/2030 12:00:59 UTC+01:00

3451 days left until closure

Consult the procedure documents [here](#) to find out which information and documents the contracting authority requires to be provided or sent in the submission.

Show more

Moreover, before the '**Communication**' section contained two links, both opening the call for tenders' space on Ted eTendering. Therefore, a unique link renamed '**More information about the procedure**' is now available.

3445 days left until closure

**Contracting authority**

**Name:** DIGIT  
**Country of registration:** Belgium

**Communication**

[More information about the procedure](#)

**Lots**

**Presentation type:** Submission for one or more lots

Lot: 1 - Training services  
**Awarding method:** Lowest Price

Lot: 2 - Documentation Services  
**Awarding method:** Best price-quality ratio

Lot: 3 - Support services  
**Awarding method:** Lowest cost

Consult the procedure documents [here](#) to find out which information and documents the contracting authority requires to be provided or sent in the submission.

Show less

- When defining participants to a tender, as soon as the user has clicked on the **New Party** button to a participant, the **edit** and **delete** buttons next to already defined parties are disabled. The **New party** button is also greyed.

**Consortium structure** + New party

Name	Identifier			
Test organisation	PIC 922549250	Group leader	Private company	
TestingSP.	PIC 922511226	Group member	Private company	

◀ Back Next ▶

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**New Group Member** ✕

The Group Leader and all Group members must be identified with a 9-digit Participant Identification Code (PIC) serving as the unique identifier of their organisation in the Commission online register of organisations participating in the EU grants or procurement procedures. To check if an organisation is already registered in the Commission organisation register, please use the Search below. If the search shows no results, the organisation must register [here](#) to obtain a PIC. The registration is free of charge and takes about 5-10 minutes to complete. No PIC is required for subcontractors.

PIC number (9 digits)

Country  VAT number (full number)  National registration number (full number)

Cancel Search

- Some text and warning messages were displayed in English in French screens. Checks were performed so that there are no display issues in the French screens any longer.
- The **back** button is now identical in all screens.
- If two files have the same core name while having a different extension, they are now considered as duplicate files. eSubmission will not allow the upload of the second file within the tender (regardless of the section). The user will read this message: 'A file with the same name (regardless of the extension) is already attached to your tender'.
- The submission report (PDF format) is now embedded in the page with the possibility to download it. There is no extra download button any longer.

**Review your submission**

Please review here the submission report. This report is generated by the system and contains the list of documents that you are about to submit.  
 If there are no more changes to be done, click on 'Next' to continue.

The submission has been modified. A new submission report was generated. Please review the new report.

This submission report is not a proof of submission. You have not submitted yet.

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EUROPEAN COMMISSION  
 Directorate-General for Informatics

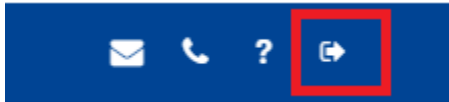
**SUBMISSION REPORT**

- In eSubmission header, you now read the submitter's full name (and not the EU id).
- Terminology was aligned at the tender data step.
- At submission step, the information message has been updated.

# Leave button

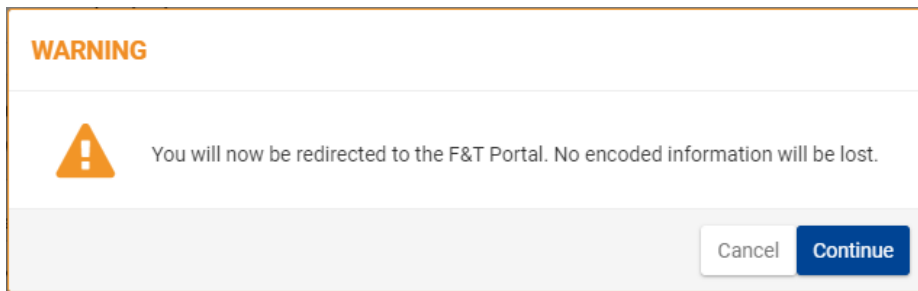
A Leave button is now available on the top bar. It closes eSubmission and redirects the user to the Funding & tender opportunities portal after the user confirmed he wants to leave.

The **'My Submission(s)'** section opens where the user finds his submissions.

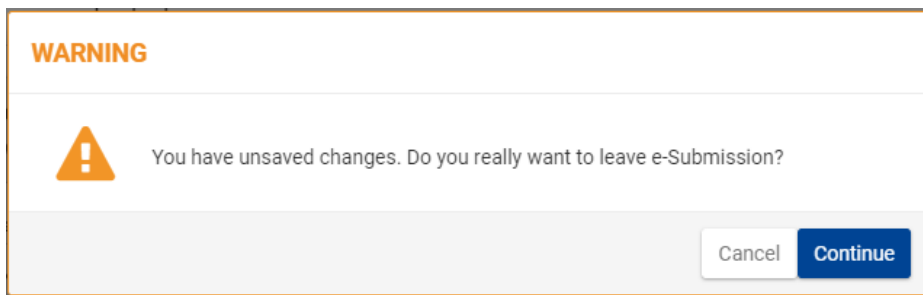


When clicking the button, the user can get two different warnings:

- This is the message when all changes are saved:



- This is the message in case the user has unsaved changes:



# System Requirements

Supported file types depend on the procedure type the user is responding to.

The system requirements provide now more details: the supported extensions are listed per type of documents the user may or must include in the submission.

## SYSTEM REQUIREMENTS

Supported Browsers	The application was tested with the latest versions of following browsers: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari. The application is responsive
Multilingualism	Multilingualism is supported (23 languages).
Character Set Encoding	UTF-8.
Supported file types	<p>Financial offer:xml, xls, jpg, txt, pps, doc, png, rtf, pptx, pdf, msg, xlsx, p7m, tiff, tif, jpe, Technical offer:xml, xls, jpg, txt, pps, doc, png, rtf, pptx, pdf, msg, xlsx, p7m, tiff, tif, jpe, Declaration on honour:xml, xls, jpg, txt, pps, doc, png, rtf, pptx, pdf, msg, xlsx, p7m, tiff, tif, jpe, Legal and regulatory capacity:xml, xls, jpg, txt, pps, doc, png, rtf, pptx, pdf, msg, xlsx, p7m, tiff, tif, jpe, Economic and financial capacity:xml, xls, jpg, txt, pps, doc, png, rtf, pptx, pdf, msg, xlsx, p7m, tiff, tif, jpe, ppt, Technical and professional capacity:xml, xls, jpg, txt, pps, doc, png, rtf, pptx, pdf, msg, xlsx, p7m, tiff, tif, jpe, bmp, ppt, Exclusion criteria:xml, xls, jpg, txt, pps, doc, png, rtf, pptx, pdf, msg, xlsx, p7m, tiff, tif, jpe, Other documents:xml, xls, jpg, txt, pps, doc, png, rtf, pptx, pdf, msg, xlsx, p7m, tiff, tif, jpe</p>
Name of an attachment	The filename of an attached document should be less than 50 characters The following 12 characters are not allowed in the filename: & < > : \ / * ? " '   %
Size of an attachment	The size of an attached document should be less than 50 MB
Maximum number of file attached to a submission	The total number of documents attached to the whole submission should be less than 10
Encryption	The system features an encryption mechanism based on an asymmetric key for the secure transmission of data

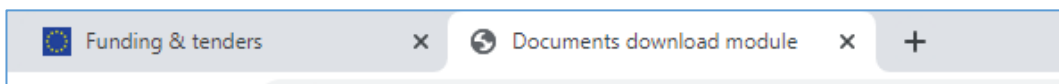
For more information about the submission process please read the [Quick guide](#).

## Notifications

- The user receives several notifications about the procedure and his submission. In the notifications sent by the Funding & tender opportunities portal, the receiver finds now additional information: the coordinator contact (main contact for the Contracting Authority), a direct link to the procedure details on TED eTendering, the procedure reference number and its title.
- All the links in notifications sent by the Funding & tender opportunities portal have been checked.
- Notification is now sent when submission period has ended.

# Submission receipt

- In the receipts (submission and withdrawal receipts), the participants to the tender are added. The user will read the 'Consortium name [name of participants]' or the main tenderer's name (in case of sole submissions).
- Withdrawal receipts contain one additional detail: the email address related to the EU login/ id of the person who withdrew the tender.
- When requesting to view the tender receipt or withdrawal receipt (from the Funding & tender opportunities portal), a new window opens: the *Documents download module* tab.



The *documents download module* confirms the receipt is being prepared while the receipt is being downloaded.

