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What do I need to use eSubmission?

You need to be registered in the European Commission's user authentication service (EU Login) to use eSubmission and to respond to a call for tenders published on the Funding & Tenders Portal.

To respond to a call for tenders published before 25/10/2023, you also need an account on TED eTendering.

To identify your organisation in the electronic submission, it must be registered in the Commission's organisations register (Participant Register) and have a PIC (Participant Identification Code). More information on PIC click [here](#) . Registration is open to all organisations and free of charge.

EU Login

EU Login is the entry gate to sign in to different European Commission services and/or systems. If you do not have an EU Login yet, you can [create an account](#).

For more information, see the [EU Login help](#).

TED eTendering

[TED eTendering](#) is the eProcurement platform where EU institutions, bodies and agencies published their calls for tenders before 25/10/2023.

You can [create an eTendering account](#) using your EU login.

Funding & Tenders Portal

The [Funding & Tenders Portal](#) is the single entry point (Single Electronic Data Interchange Area) for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

From the Funding & Tenders Portal participants can:

- Search opportunities in EU funding programs or procurement procedures
- [Subscribe to calls for tenders](#)
- Consult procurement documents
- [Create and submit a question](#)
- Register in the Participant Register
- Access eSubmission
- Access the Submission Receipts (proof of submission)
- View, edit or delete draft submissions
- Withdraw submissions and access the Withdrawal Receipt (proof of withdrawal)

Participant Register

The Commission has set up an online register of organisations participating in EU calls for tenders or proposals in order to apply the "once only" principle: data related to a participant's organisation needs to be submitted only once. Following the registration each organisation obtains a unique Participant Identification Code (PIC). To learn how to obtain a PIC in the [Participant Register](#), please refer to this [page](#) .

How to prepare your tender in eSubmission

Any economic operator may submit a tender by using the Funding and Tenders Portal link indicated in the contract notice.

Once in Funding and Tenders Portal, you need to click on **Access submission**: this will redirect you to eSubmission portal, provided that you are logged in with your EU Login account.

For calls for tenders published before 25/10/2023, economic operators may submit a tender by using the TED eTendering link indicated in the contract notice. Once in TED eTendering, you need to log in with your Ted eTendering account and then click on **Submit a tender**. This will redirect you to eSubmission portal.

In eSubmission click on **New submission** to start a new submission or **Resume draft** to resume a draft submission started earlier. You can also resume your draft from the Funding & Tenders Portal (for more information, see the section [Manage submissions in Funding & Tenders Portal](#) in this guide).

Navigating in eSubmission

When you start your submission you will see a progress line on top of the screen. This line shows all the steps you have to go through before submitting your tender. You can also see which step you are currently in.

At any time during the submission process you can see which documents have been uploaded by clicking on the **Submission documents** button on the left side of the screen.

⚠ Nothing is submitted to the contracting authority until you have clicked the Submit button at the end of the submission process.

Ways to submit



When you start a new submission, you will be asked to indicate:

- how you will submit your tender: **Sole submission** or **Joint submission**,
- if the submission will involve subcontracting,
- in what language the submission will be made.

After you have made your choice, click on the button **Next** at the bottom of the page.

Parties



In this section you must identify the organisations participating in your submission (participants). Click on **New party** and select the type of participant: main participant (in case of sole submission), group leader or group member (in case of joint submission) and subcontractor (if applicable).

All participants, except subcontractors, must be identified with a PIC – Participant Identification Code. To check if an entity already has a PIC (i.e. is already registered in the Participant Register), use the **Search** button. You can search by PIC, VAT number, National Registration number and country. To be able to search by VAT number or National Registration number you need to also select the country.

If the search shows no results, the organisation must [register to obtain a PIC](#). After obtaining the PIC, go back to **eSubmission**, search by the PIC and select the displayed organisation.

The data associated with the PIC in the **Participant Register** will appear on the screen and you will be asked to provide the following mandatory data/documents:

- for the Main participant or Group leader:
 - Contact Person (name and e-mail address)
 - IBAN/Bank account number
- for all participants: Declaration on Honour (duly completed and signed) in the **Attachments** section.

In the Contact Person section, the user can indicate himself/herself (the name is already prefilled) or another person as the contact person for the tender submission. The Contact Person receives the role **Primary Coordinator Contact (PCoCo)** in the Funding & Tenders Portal and the user submitting the tender (if different from the Contact Person) - the role **Coordinator Contact (CoCo)**.

If the **PCoCo does not have an EU Login account**, a temporary EU Login account will be automatically created based on the Contact Person email address and the person will be invited by email to complete the EU Login registration. The invitation will be an automatic system message with no reference to the procedure.

In the **Attachments** section of each participant you can upload the participant's documents requested by the contracting authority with the tender. **Check the tender specifications** to identify which documents for which participant must be included in the submission.

Click **Done** when you are ready.

⚠ Once you have passed the **"Ways to submit"** step, it is no longer possible to change the structure from Joint submission to Sole submission or vice versa. In case you want to modify the structure of your submission or change the Group leader, you need to create a new submission overwriting your draft submission (all previously entered data and uploaded documents will be deleted).

Click **Next** to move to the next step.

Lots



In a procedure with several lots, choose the lot(s) for which you would like to submit a tender and then click on the button **Next**.

⚠ The identification of participants applies to the submission as a whole. Therefore, if the **composition of the consortium** is different per lot, you will need to make a separate submission per lot.

Tender data



In this section you need to enter the amount of your tender (**only in case of the lowest cost and the lowest price award method** - make sure you use the same format as in the example on the screen) and /or confirm if your tender complies or not with the minimum requirements specified in the procurement documents.

The screenshot shows the 'Tender Data' form. At the top, a message states: 'Your submission is still in status draft. Nothing is submitted to the contracting authority until you have clicked the Submit button at the end of the submission process.' Below this is a section 'Add your submission' for 'Lot 1 | Vehicles: M1/N1 - Four-wheels Drive 4X4' with an 'Awarding method: Lowest cost'. A 'Total amount' field contains '123' and a note 'Euro (ex: 1,234.56)'. A confirmation statement 'The tenderer confirms that its tender complies with the minimum requirements specified in the procurement documents' has radio buttons for 'Yes' (selected) and 'No'. A green 'Save' button is at the bottom.

If you confirm that your tender does not comply with the minimum requirements, you will be asked to provide an explanation in a dedicated text box. The confirmation of the compliance or non-compliance and the explanation in case of non-compliance will be reflected in the submission report.

After clicking on the **Save** button you can upload the financial tender and, if required by the contracting authority in the tender specifications, the technical tender. You can upload more than one file as technical /financial tender.

Once you consider the tender data correct and the submission complete, click on **Next** . The button will be active only if all mandatory data and documents have been provided.

! At this stage, your draft tender, including all your documents, **is not submitted yet** .

Submission report



The submission report is generated by the system and is part of the submission. The report lists all the documents included in the submission.

eSubmission **automatically generates and adds the submission report to your submission**. You can consult the report on the screen or download it for your own records (before submitting the tender). You don't need to sign and upload the signed report in eSubmission.

After viewing the submission report, if you consider the submission complete and ready for submission, click on **Next** to continue.

! The submission report is not a proof of submission. You have **not submitted yet** . Please proceed to the next step and **click on Submit** to finalise the submission.

Submit your tender



When you are ready to submit your tender, click on **Submit** . The system will display a confirmation message.

INFORMATION

Your submission is about to be sent to the Contracting Authority.

Please be aware that the owners of the PICs you have used in your submission will be informed, and they may contact the Contracting Authority for more information.

Once you confirm, you will not be able to modify this submission.

Do you want to continue?

No

Yes

Click **Yes** if you want to confirm: **you will no longer be able to modify this submission** .

Please note that the system will not allow you to submit if the time limit for receipt of submissions has been reached.

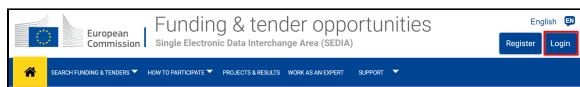
An e-mail notification will be sent to the email address of the Contact Person indicated in the tender (**PCoCo**) and the email address (if different) linked to the EU Login account used to submit the tender (**CoCo**). This e-mail notification contains a link to the **Funding & Tenders Portal** where the Submission Receipt can be found .

Note that the owners of the PIC used in the submission will be informed.

! The Submission Receipt constitutes proof of compliance with the time limit for receipt of submissions.

Manage submissions in Funding & Tenders Portal

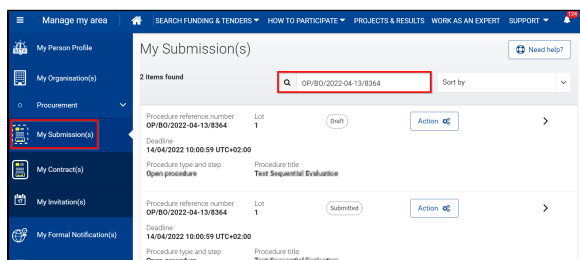
To enter your private area of the Funding & Tenders Portal you need to authenticate yourself by using the **Login** button of the [Funding & Tenders Portal](#) at the top right end of the home page (enter your EU Login and password).



View submissions

Under the section **Manage my area** on the left the **PCoCo/CoCo** will find the submissions under **My Submission(s)** section.

A search field is also available on the right above the list of submissions.

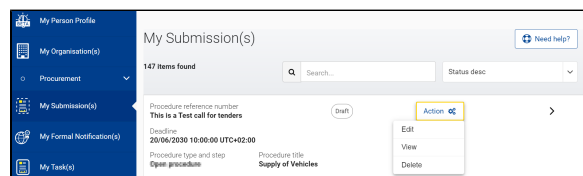


My Submission(s) section

For each submission **PCoCo/CoCo** can see the procedure reference number, the submission ID, the date of the last action performed and the submission status (draft, submitted, withdrawn, deleted), the deadline, the lot (if applicable), the procedure title and the procedure type.

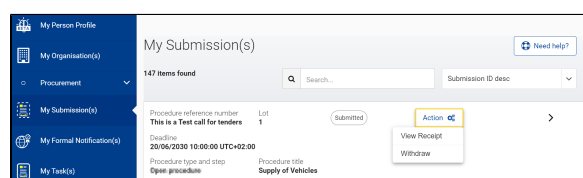
The **Action** menu on the right of each submission (unless the submission has been deleted) allows the **PCoCo/CoCo** to perform different actions depending on the submission status.

For submissions in **Draft** status:



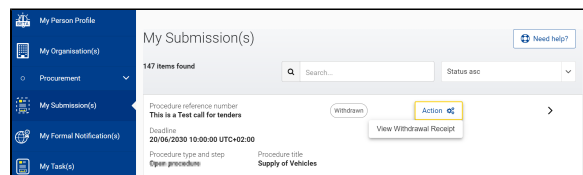
- **Edit:** eSubmission opens the screen you were in when you left the application. You can now edit your submission in eSubmission.
- **View:** eSubmission opens the screen you were in when you left the application. It is not possible to edit the submission as you are viewing it in read-only mode.
- **Delete:** the draft submission will be deleted from the Funding & Tenders Portal.

For submissions in **Submitted** status:



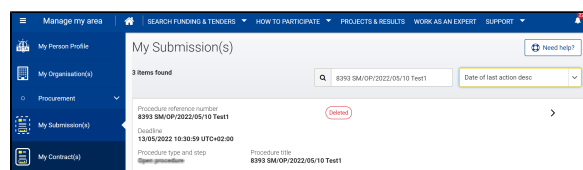
- **View Receipt:** the submission receipt is displayed.
- **Withdraw** (available only before the deadline for submission): provide the reason to withdraw the submission and confirm by clicking on the Withdraw button. Once you have withdrawn a submission, you cannot view, edit or submit it again.

For submissions in **Withdrawn** status:



- **View Withdrawal Receipt:** the withdrawal receipt is displayed.

For submissions in **Deleted** status:

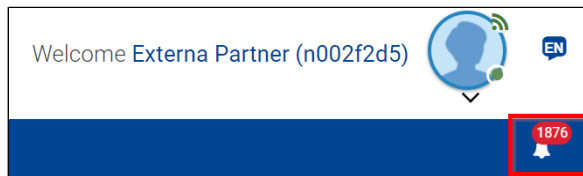


The **Action** menu is **not available** for the tenders with status **Deleted**. Once a draft tender has been deleted, it cannot be retrieved by the tenderer.

Manage notifications in Funding & Tenders Portal

My notifications

The **PCoCo/CoCo** can access this page by clicking on the bell icon at the top right of the screen after having logged in to the Funding & Tenders Portal.



On this page the **PCoCo/CoCo** can find the following notifications:

- Submission Receipt (proof of submission of a tender)
- Withdrawal Receipt (proof of withdrawal of a tender)

In the **Preferences** tab under **Manage all notifications** (at the bottom of the notifications list) the **PCoCo/CoCo** can choose the frequency of Funding & Tenders Portal email notifications. Independently of your choice all your notifications are always available in the section **My notifications**.

My Formal Notification(s)

This section, available under **Manage my area** on the left is currently not used for procurement procedures.