

Manage My Submissions

Manage My Submissions

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3. Manage My Submissions

3.1 View and Manage Submission

The **My Submission(s)** section of the Funding & Tenders Portal is dedicated to the **management of your tender submissions** through **eSubmission** for:

- **Open Procedures** in *direct management*; or
- **Restricted Procedures** (steps 1 and 2) in *direct management*; or
- **Negotiated Procedures** (first and subsequent rounds on invitation) in *direct management*; or
- **Requests for Specific Contracts** (under Framework Contracts SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020, EVENTS 2020, and EOM 2021).

3.1.1 New Submission

You can **start your submission** for:

- **Open Procedures** with **submit a tender** from the published call, and then **New Submission** on the eSubmission > **Tender Data** page of the portal (see below and **Find and Participate in a Call**);
- **Restricted Procedures** **step 1** with **submit a request to participate** from the published call, and then **New Submission** on the eSubmission > **Tender Data** page of the portal (see below and **Find and Participate in a Call**);
- **Restricted Procedures** **step 2** or **Negotiated Procedures** **first and subsequent rounds**, following your invitation, by selecting the **"Create Tender"** option from the **Action** button of the invitation on the portal, or **New Submission** on the **eSubmission** page of the portal (accessible via the link in the invitation e-mail/notification received) (see below and **Manage My Invitations**).



Please note that for **Restricted Procedures** **step 2**, you can **access the restricted documents and Q&A** directly from the **Action** button > **"View the restricted documents and Q&A"** option of the accepted invitation on the portal, and you will be redirected to the restricted area of the procedure.

Procedure reference number

Deadline
31/10/2024 13:00:00 UTC+01:00

Procedure type and step
Restricted Procedure step 2

Participant

Accepted

Action ⚙️

View the restricted documents and Q&A

Create Tender

Granting and revoking roles on a tender or invitation

See details

submission(s) >

- **Requests for Specific Contracts** (under Framework Contracts), by selecting the **"Start New Submission"** option from the **Action** button of the invitation on the portal, or **New Submission** on the **eSubmission** page of the portal (accessible via the link in the invitation e-mail/notification received) (see below and **Manage My Invitations**).

Procedure reference number SIEA-2018-17889	Deadline 29/06/2022 14:00:59 UTC+02:00	Accepted	Action
Procedure type and step Specific contract under framework contract	Procedure title [redacted]	<div>View Willingness</div> <div>Manage Roles</div> <div>Start New Submission</div>	
Participant [redacted]	Time limit to express willingness 16/06/2022 14:00:59 UTC+02:00		



Please note that for **Requests for Specific Contracts** (under Framework Contracts), following your invitation, you will need to *acknowledge receipt* and *express willingness* to participate before starting your submission (see below and [Manage My Invitations](#)).

To start your submission either from the call or invitation (see above), in the eSubmission > **Tendering Data** page > **eSubmission Service** panel of the portal, first tick the “Yes, I have read and I accept the **Terms and Conditions** and I acknowledge that I have read and understood the **Data Protection Notice**” tick-box, and then click on “**New submission**”.

e-Submission service

On 15/06/2022 at 18:54:23 you have expressed your willingness to make a submission for the procedure

The e-Submission service of the European Commission allows participants to prepare and submit their responses to procedures electronically in a structured and secure way.

Make sure that you read the [System Requirements](#) before you start, and that you submit on time.

Yes, I have read and I accept the [Terms and Conditions](#) and I acknowledge that I have read and understood the [Data Protection Notice](#)

New submission

On creation of a **new submission**, you will be automatically redirected to the eSubmission > [Tender Procedure](#) page to complete your submission.

3.1.2 Resume Draft Submission

A **draft submission** is automatically generated following the creation of a [New Submission](#), and can be used directly as the *current submission*, or resumed at a later stage from:

- For Requests for Specific Contracts under Framework Contracts - The “**Action**” button relevant invitation in [My Invitation\(s\)](#) of the portal, select the “**View Willingness**” option. In the eSubmission > **Tendering Data** page > **eSubmission Service** panel, first tick the “Yes, I have read and I accept the **Terms and Conditions** and I acknowledge that I have read and understood the **Data Protection Notice**” tick-box, and then click on “**Resume Draft**”; or

Procedure reference number SIEA-2018-17889	Deadline 29/06/2022 14:00:59 UTC+02:00	Accepted	Action	submission(s) >
Procedure type and step Specific contract under framework contract	Procedure title [redacted]	<div>View Willingness</div> <div>Manage Roles</div> <div>Start New Submission</div>		
Participant [redacted]	Time limit to express willingness 16/06/2022 14:00:59 UTC+02:00			

e-Submission service

On 15/06/2022 at 18:54:23 you have expressed your willingness to make a submission for the procedure

The e-Submission service of the European Commission allows participants to prepare and submit their responses to procedures electronically in a structured and secure way.

Make sure that you read the [System Requirements](#) before you start, and that you submit on time.

☒ Yes, I have read and I accept the [Terms and Conditions](#) and I acknowledge that I have read and understood the [Data Protection Notice](#)

New submission

Resume draft

- The "**submission(s)**" link (1) for the relevant invitation in [My Invitation\(s\)](#) of the portal. The submission details will expand (2) below the invitation, and the **edit/view/delete** options (3) are available from the "**Action**" button for the submission; or

Procedure reference number

SIEA-2018-17889

Deadline

29/06/2022 14:00:59 UTC+02:00

Accepted

Action

1 submission(s)

Procedure type and step

Specific contract under framework contract

Procedure title

Participant

Time limit to express willingness

16/06/2022 14:00:59 UTC+02:00

3

Edit

View

Delete

2

Submission ID

Date of last action

300033515

16/06/2022 12:54:14 UTC+02:00

Draft

Action

- Directly in [My Submission\(s\)](#) of the portal.

If you have **multiple draft submissions**, you will first need to select (or **edit/delete** a draft submission) before resuming the selected draft submission.

Select a Submission to Resume

Submission ID	Created When	Created By	Current Step	Actions
300033558	17/06/2022 14:01:01 UTC+02:00		structure	
300033557	17/06/2022 13:58:31 UTC+02:00		structure	

1


10


On selection of a **draft submission**, you will be automatically redirected to the eSubmission > [Tender Procedure](#) page to complete your submission.

>> Also view [Status of Invitations and Submissions](#).

3.2 Submission Deadline

Once you have started a **new submission**, remember to submit it **before the submission deadline**. The submission deadline is clearly indicated either as a **deadline time and date**, or as a **countdown reminder**, in the details of the invitation and new submission.

 **Deadline: 24/06/2022 14:00:59 UTC+02:00**

 **9 days left until closure**

The **submission deadline** is calculated from when the Contracting Authority sends the invitations/requests, and vary between public procurement procedures and Framework Contracts.



The submission deadline is always at **14H00 (CET)** on the **submission deadline date**. If invitations are sent out after 14H00 (CET), the submission deadline date will include **+1 day**, so that the required minimum days for submission are always respected.

In the table below are examples of submission deadlines for Requests for Specific Contracts under **Framework Contracts**:

Framework Contract	Submission Deadline		
SIEA 2018	<ul style="list-style-type: none">• 14 calendar days for a <i>maximum budgeted amount below 300,000 EUR</i>; <u>or</u>• 30 calendar days for a <i>maximum budgeted amount of 300,000 EUR and above</i>.		
AUDIT 2018	For a Request for Specific Contract under the Framework Contract AUDIT 2018 , the deadline for submission is min. 21 calendar days , but can be increased or decreased. If decreased, an agreement is required from the tenderers after the sending of the Request for Specific Contract.		
PSF 2019	<ul style="list-style-type: none">• 14 calendar days for a <i>maximum budgeted amount below 300,000 EUR</i>; <u>or</u>• 30 calendar days for a <i>maximum budgeted amount of 300,000 EUR and above</i>. <p>For a Request for Specific Contract under the Framework Contract PSF 2019, and for duly justified exceptional cases subject to pre-approval by the Director of Service for Foreign Policy Instruments, the deadline for the <i>submission of the offers</i> can be halved to 7 or 15 calendar days respectively, and depending on the <i>maximum budgeted amount</i>.</p>		
EVA 2020	For a Request for Specific Contract under the Framework Contract EVA 2020 , the deadline for submission is min. 21 calendar days , but can be increased or decreased. If decreased, an agreement is required from the Contractors after the sending of the Request for Specific Contract.		
EVENTS 2020	<ul style="list-style-type: none">• 14 calendar days for a <i>maximum budgeted amount below 300,000 EUR</i>; <u>or</u>• 30 calendar days for a <i>maximum budgeted amount of 300,000 EUR and above</i>.		
EOM 2021	For a Request for Specific Contract under the Framework Contract EOM 2021 , the allocated time for the <i>submission of the offers</i> is min. 14 calendar days , but can be increased or decreased. Only in exceptional and duly justified cases can the Request for Services have a shorter period of submission of offers, but under no circumstances can this deadline be shorter than 7 calendar days .		

3.3 Tender Procedure

Following a **new submission** (or **resuming a draft submission**), you will be automatically redirected to the eSubmission > **Tender Procedure** page of the submission.



Even though there may be common steps in the procedure, the instructions below are **specific to contracting procedures for Specific Contracts under Framework Contracts SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020 and EVENTS 2020**.

>> For the documentation for **public procurement procedures**, please view the dedicated page on the **Funding & Tenders Portal eProcurement wiki**.

3.3.1 Tender Procedure - Steps

The eSubmission **tender procedure** is divided into multiple steps to facilitate the submission of the offers/tenders by Economic Operators. Not all steps are required, as it will depend on the type of procedure for public procurement, or the Framework Contract for Requests for Specific Contracts.

Preparation

- **Parties** – Identification of the participant(s).
- **Tender Data** – Formulation of the financial offer/breakdown and uploading of required documents.

Validation

- **Financial Offer Preview** – Preview of the financial offer (not for **Framework Contracts AUDIT 2018, EVENTS 2020** and **EOM 2021**, as the Financial Breakdown (Financial Offer) is uploaded in the previous **Tender Data** step).
- **Pre-financing** – Request pre-financing and bank guarantee requirements (not applicable for **public procurement procedures**, nor for **Framework Contract AUDIT 2018** as the pre-financing is always 0% for AUDIT Contracts).

Submission

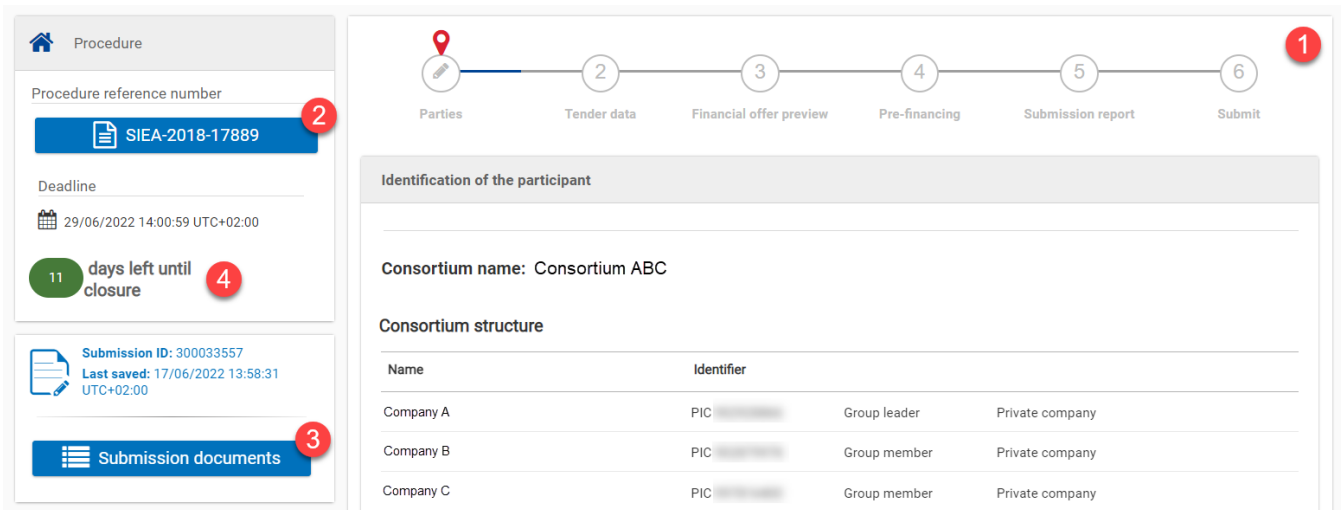
- **Submission Report** – generated summary report of submission and uploaded documents
- **Submit** – submission of the offer/tender

You may view the **steps** within the tender procedure from the *workflow graphic* (1) situated at the top of the page. You can also click on a step in the workflow to go directly to the step (if previously validated). The **position icon**  indicates the **current step** selected.



Tip: After completing a step, remember to click on the **“Save”** button at the bottom of the page to save your data. You may also navigate between the steps of the tender process by using the **“Next”** and **“Back”** buttons, also at the bottom of the page.

In any step, you have access to the **procedure information** (2), **submission details** and **submission documents** (3), and **submission deadline** (4) from the two side boxes.



The screenshot displays the tender submission interface. At the top, a workflow graphic (1) shows six steps: 1. Parties, 2. Tender data, 3. Financial offer preview, 4. Pre-financing, 5. Submission report, and 6. Submit. A red location pin icon is positioned over step 1. On the left side, there are two boxes. The top box (2) contains the procedure reference number 'SIEA-2018-17889' and a deadline of '29/06/2022 14:00:59 UTC+02:00' with '11 days left until closure'. The bottom box (3) shows the submission ID '300033557' and the last saved time '17/06/2022 13:58:31 UTC+02:00'. A 'Submission documents' button is also present. On the right side, the 'Identification of the participant' section shows the consortium name 'Consortium ABC' and a table for the consortium structure.

Name	Identifier		
Company A	PIC [redacted]	Group leader	Private company
Company B	PIC [redacted]	Group member	Private company
Company C	PIC [redacted]	Group member	Private company

3.3.2 Prepare the Offer

3.3.2.1 Parties

Check the **identification of the participant(s)** in the tender submission for whether you are a sole submission or part of a consortium. If you are part of a consortium, the **consortium structure** will include information on the **Consortium Leader** and other members of the consortium, which is retrieved from the Framework Contract.



Please note that the *invitation to participate in the tender submission* is sent to **all** the Coordinator Contacts (**CoCos** or **PCoCos**) of the consortia. The **Consortium Leader** will coordinate with the Coordinator Contacts of the consortium, and nominate a Primary Coordinator Contact (**PCoCo**), who will submit the offer for the consortium. If a PCoCo has **not yet been nominated** for a consortium, the CoCo that initiates the submission procedure will automatically be designated as the PCoCo of the offer/tender for that consortium.

For more information on *roles and permissions*, please view [User Roles and Permissions](#).


Once you have verified the information on the participants, click on the **“Next”** button at the bottom of the page to continue to the **Tender Data** step.

3.3.2.2 Tender Data

The information entered in the **Tender data** page will be used to generate your **Financial Offer** of the *tender submission*, and includes the **expertise and fees** of the Expert(s), **required documents** (*Curriculum Vitae* and *Statement of Availability and Exclusivity* of the Expert(s), etc.), and any **other details and fee(s)**.

The type of information required is determined based on the *procedure type* (Specific Contract under Framework Contract – SIEA 2018, AUDIT 2018, PSF 2019, EVA 2020, EVENTS 2020 and EOM 2021), as well as the *payment modality* (**Fee-based** or **Global Price**).

 Please note that for Framework Contracts **AUDIT 2018**, **PSF 2019 (Lot 1 and 3)** and **EVA 2020**, the *payment modality* is **always Global Price**, so only view the **Global Price section** below (if the case).

 **WARNING:** For the Framework Contracts **AUDIT 2018**, **EVENTS 2020** and **EOM 2021 (Lot 1 and 2)** – No Financial Offers will be generated in the Funding and Tenders Portal for the Request for Service, as the Financial Offer (Financial Breakdown) is **uploaded directly** to the system as a document in the **Financial Breakdown** tab (please view **Document Upload** below).

Fee-Based

- **Fee(s) – Individual Expert per position**

Individual expert and/or team is the description of the requirements for either the profile per expert, or expertise per category, or expertise common to all, or a mix of profile and expertise.

- **Fee(s) – Expertise by a team**

Same as above, but for the whole expert team (i.e. **not** as per individual).

- **Lump Sum**

A fee-based Specific Contract may include activities paid based on lump sums. The **Lump Sum** is an estimated *provisional amount*. Examples of lump sums are studies, evaluations, organisation of events such as conferences and training sessions. The contractor will **not** be able to exceed the amount foreseen.

- **Incidental Expenditure**

Incidental expenditures will contain all the *reimbursables* (per diem, ticket flights, etc.). Incidental expenditures **must** be classified, and therefore defined by the object and quantity of the expenditure.

- **Expenditure Verification Provision**

The **Expenditure Verification Provision** is determined when an *Expenditure Verification Report* is required (not required by default). If required, the amount that should be reserved for the report is disclosed by the European Commission and cannot be modified. The *Verification Report* fixed template will also be uploaded to the **Request for Service**.

Global Price

- **Fee(s) – Individual Expert per position**

Individual expert and/or team is the description of the requirements for either the profile per expert, or expertise per category, or expertise common to all, or a mix of profile and expertise.

- **Fee(s) – Expertise by a team**

Same as above, but for the whole expert team (i.e. **not** as per individual).



For Framework Contract AUDIT 2018, EVENTS 2020 and EOM 2021 – Only the *offer amount* (total amount) is required. If taxes are to be charged to the Contracting Authority, then the *total taxes amount* must also be indicated (*zero* if exempt from taxes).

If you enter a total tender amount exceeding the maximum contract amount, then a **warning message** will be displayed, but it will not block the submission process.

<p>Deadline</p> <p>30/03/2023 14:00:59 UTC+02:00</p> <p>14 days left until closure</p> <p>Submission ID: 300040679 Last saved: 16/03/2023 10:05:26 UTC+02:00</p> <p>Submission documents</p>	<p>Tender Data</p> <p>i 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.</p> <p>Add your submission</p> <p>Total amount *</p> <p>30,000 Euro (ex: 1,234.56)</p> <p>w The total amount of your tender exceeds the contracting authority's maximum budget announced in the request for specific contract. Consult the request documents to learn if/how this will affect the evaluation of your tender.</p>
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IMPORTANT NOTE:

For **Framework Contract EVA 2020**, the Contracting Authority always defines the Expertise composition as '**Fee(s) - Expertise by a team**' and adds Experts categories in the team's composition (*as defined in Terms of Reference B (ToR B)*).

Please note that it is currently **not possible** to customise the team's composition using the "+Add Line" button, however you can instead use



the button to **duplicate** and then define the Experts in the team.

- **Fee(s) – Expertise position not defined by the Contracting Authority**

No expert position has been defined by the Contracting Authority, so you need to provide expert position(s) and/or "**Other items not defined by Contracting Authority**" in the tender data - see below.



Please note that if the Contracting Authority has defined **deliverable(s)** through **other item(s)**, the tenderer will need to enter a price for the "**Other items not defined by Contracting Authority**". In this case, it will be *optional* to propose expert position(s) and/or "**Other items not defined by Contracting Authority**" in the tender data.

- **Other items not defined by Contracting Authority**

Here you can propose other items not defined by the Contracting Authority.

- **Other items defined by Contracting Authority**

If the Contracting Authority has entered any incidental or other costs, or defined deliverables through "**Other items defined by Contracting Authority**", you can enter a price for this category in the tender data.

Use the "Add line" button to add new lines, the **delete** and/or **duplicate line** icons to manage the encoded lines within the relevant sections, and **expand** and **collapse** arrows for more details in the relevant sections.



Document Upload

The required documents to be uploaded to the system depend on the Framework Contract. Please take special care when uploading documents, as you must **first select the appropriate document type (placeholder) before uploading** the document.

To upload the document, you can either *drag-and-drop* the file to the relevant upload zone, or click on the "**Choose file**" icon to open your computer's *file explorer* and select the file.



WARNING: Do not add any security methods to PDF files to be uploaded to the system (e.g. password protection, approval certifications, encryption certificates, security envelope, etc.). During the Contract Preparation phase, uploaded documents are *notarised* into ARES/ERIS by an automated technical process. *This process fails if the document is protected, the documents are not registered*, and the whole procedure will be blocked for this reason.

Curriculum Vitae

Drop files here to attach them

or

Choose file

Methodology and Organisation

Curriculum Vitae *

Statement of Availability and Exclusivity *

Pricing Methodology

Please consult the table below for an overview of the required documents per Framework Contract:



REMINDER:

For Request for Services under Framework Contracts **AUDIT 2018**, **EVENTS 2020** and **EOM 2021**, **never** add the Financial Offer (Financial Breakdown) to any other document to be uploaded to the system.

The Financial Breakdown of the offer must imperatively be uploaded in the designated "Financial Breakdown" tab!

Attachments

Please carefully read the [System Requirements](#) before uploading.

Drop files here to attach them

or

Choose file

Methodology and Organisation

Curriculum Vitae

Statement of Availability and Exclusivity

Financial Breakdown*

Team Composition*

Type of Document	Framework Contract					
	SIEA 2018	AUDIT 2018	PSF 2019	EVA 2020	EVENTS 2020	EOM 2021
Methodology (including annexes)	Yes – unless stated otherwise in ToRs	No – unless requested in Request for Service	Yes – unless stated otherwise in ToRs	Yes	Yes	<ul style="list-style-type: none"> Lot 1 – Yes Lot 2 – No (Yes only if requested)
Composition of the Team (Organisation)	No	Yes	No	Yes	Yes	<ul style="list-style-type: none"> Lot 1 – Yes Lot 2 (fee-based) – Yes Lot 2 (global price) – No (Yes only if requested)

Curriculum Vitae (per expert)	Yes	Yes	Yes	Yes	Yes - only if Experts are requested /required	<ul style="list-style-type: none"> Lot 1 – Yes Lot 2 (fee-based) – Yes Lot 2 (global price) – No (Yes only if requested)
Statement of Availability and Exclusivity (SoEA – per expert)	Yes	No	Yes	Yes	No	<ul style="list-style-type: none"> Lot 1 – Yes Lot 2 (fee-based) – Yes Lot 2 (global price) – No (Yes only if requested)
Financial Offer (Financial Breakdown)	No - generated by the system	Yes	No - generated by the system	No - generated by the system	Yes	Yes
Pricing Methodology	Yes	No	No	No	No	No

Once you have verified the information and have uploaded the required documents, click on the “**Save**” button and then on the “**Next**” button at the bottom of the page to continue to the **Financial Offer Preview** step, or the “**Back**” button to modify any previous information.

3.3.3 Validate the Offer

3.3.3.1 Financial Offer Preview

The **Financial Offer Preview** will contain the details and breakdown of the *Financial Offer* including the *total amount*. Please verify that all the information and amounts entered for the composition of the *Financial Offer* are correct.



There is **no Financial Offer Preview** step for Framework Contracts **AUDIT 2018**, **EVENTS 2020** and **EOM 2021**, as the *Financial Breakdown* is uploaded as a document in the previous **Tender Data** step.

Financial Offer Preview

If the financial offer is correct and complete, click on **Next** to proceed.

If you still want to change the financial offer, click on **Back** to navigate back to the Submission Data screen.

INDICATIVE FINANCIAL OFFER										
Request for Services:		SIEA-2018-2485								
Lot:		SIEA2018_Lot1								
Title:		Anitha Test 20091905								
Contractor		Company A								
Delegation in Charge:		--								
FEES in €										
Num.	Expert Name	Category	Position	Expert Fee	Management Fee	Total Fee	Quantity	Unit	Total Price	
1.0	test test	Cat. III (>3 years of experience)	Test	520.0	55.0	575.0	2.0	Working day(s)	1150.0	
						Total of Fees in €			1150.0	
Incidental Expenditure in €										
Num.	Type	Description				Unit Price	Quantity	Unit	Total Price	
						Total of Incidental expenditure in €			0.0	
						Grand total in €			1150.0	

Download Financial Offer Preview



< Back

Next >

If the entered total tender amount exceeds the maximum contract amount (i.e. in the **Tender Data** step above > **Expert Item** or **Item not defined by the Contracting Authority** form), then a **warning message** will be displayed in the **Financial Offer Preview** step of the tender submission, but it will not block the submission process.

Other Items not defined by Contracting Authority in €						
Num.	Description	Unit price	Minimum quantity	Unit	Total price	
1	Other items not defined by Contracting Authority	500.00	5	Per item	2500.00	
		Total of other costs in €			2500.00	
Grand total €					4000.00	



The total amount of your tender exceeds the contracting authority's maximum budget announced in the request for specific contract. Consult the request documents to learn if/how this will affect the evaluation of your tender.

Once you have verified the information, *download the offer* and click on the **"Next"** button at the bottom of the page to continue to the **Pre-financing** step, or the **"Back"** button to modify any previous information.

3.3.3.2 Pre-financing

Enter the requested **pre-financing amount** required for the services.



Please note that there is **no** Pre-financing step for **FWC AUDIT 2018**, as the pre-financing is **always 0%** for a Specific Contract under the Framework Contract AUDIT 2018.

The proposed and default pre-financing amount will be indicated, and is calculated based on your *Financial Offer* and the **maximum pre-financing allowed**, which depends on the type of Framework Contract and payment modality (i.e. **fee-based** or **global price** – see summary table below).

Framework Contract	Payment Modality	max. Pre-financing (%)
SIEA 2018	Fee-based	20%
	Global Price	40%
AUDIT 2018	Global Price	0%
PSF 2019	Fee-based	20%
	Global Price	40%
EVA 2020	Global Price	40%
EVENTS 2020	Fee-based	20%
EOM 2021 - Lot 1	Fee-based	70%
EOM 2021 - Lot 2	Fee-based	60%
	Global Price	60%

The request of a **bank guarantee** will also be indicated (if required).

You may also request a *lower* pre-financing amount than the suggested amount.

Pre-financing

Based on your financial offer, the default amount for pre-financing is **460.00€** (i.e **40%** of the price of your offer).

Because the default amount is lower than **300000€**; a bank guarantee is not required from your side.

However, you may want to request a lower amount.

Requested amount for pre-financing *

Save

◀ Back

Next ▶

Once you have verified the information, click on the **“Save”** button and then on the **“Next”** button at the bottom of the page to continue to the **Submission Report** step, or the **“Back”** button to modify any previous information.

3.3.4 Submit the Offer

3.3.4.1 Submission Report


Please review the **Submission Report**. This report is generated by the system and contains a summary of the submission information the list of uploaded documents that you are about to submit.

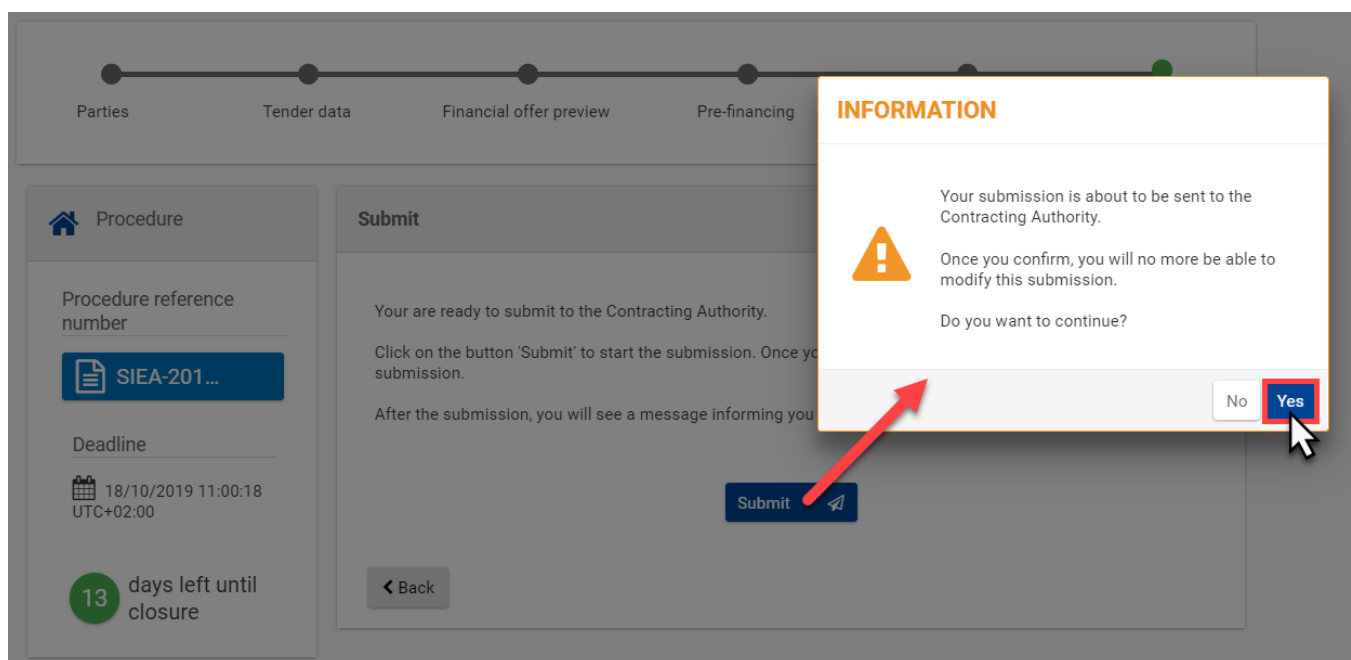
 Please note that the *Submission Report* is not a proof of submission, as you have *not yet confirmed submission*.

Once you have verified the information, click on the “**Next**” button at the bottom of the page to continue to the **Submit** step, or the “**Back**” button to modify any information.

3.3.4.2 Submit

Click on the “**Submit**” button when you are ready to submit your offer to the Contracting Authority. Click on the “**Yes**” button in the pop-up window to confirm your submission.

 Please note that once you have confirmed submission, you will no longer be able to make any changes to the submission.



3.4 Status of Invitations and Submissions

The Framework Contractor can verify the **status of their invitation(s) and submission(s)** at any moment (if invitation received and submission created).

Status of Invitation

In **My Invitation(s)**, view the status of the invitation in the “**STATUS**” column of the list of invitations (if received).

Possible status for invitations are:

- **Received** - An *invitation was received* by the Contractor to participate in the tender submission;
- **Acknowledged** - The Contractor has *acknowledged the invitation* for the tender submission;
- **Accepted** - The Contractor has *expressed willingness to participate* in the tender submission;
- **Closed** - The invitation has closed as the *allocated time for submission has expired*.

Manage my area

My Organisation(s)
Grants
My Proposal(s)
My Project(s)
Procurement
My Submission(s)
My Contract(s)
My Invitation(s)
My Formal Notification(s)
My Expert Area

SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT

select programme
1764

My Invitation(s)

Results: 17
Search...

PROCEDURE REFERENCE NUMBER	LOT	SUBMISSION ID	PARTICIPANT	TIME LIMIT TO EXPRESS WILLINGNESS	DEADLINE	DATE OF LAST ACTION	STATUS	ACTIONS
SIEA-2018			A-B-C Construction EF	25/02/2020 16:33:16 UTC+01:00	09/03/2020 04:33:16 UTC+01:00		Received	Action show submissions 0
SIEA-2018			A-B-C Construction EF	25/02/2020 16:33:16 UTC+01:00	09/03/2020 04:33:16 UTC+01:00		Accepted	Action show submissions 1
SIEA-2018			A-B-C Construction EF	25/02/2020 16:33:16 UTC+01:00	09/03/2020 04:33:16 UTC+01:00		Received	Action show submissions 0

Status of Submission

In **My Invitation(s)**, click on the **"show submissions"** link of the relevant invitation. The *number* indicated shows if and the number of submissions that have been created for the respective invitation.

The invitation line will expand showing the related submission, and the status of the submission is displayed in the **"STATUS"** column for the relevant submission.

Possible status for submissions are:

- Draft** - A draft submission has been created by the Contractor, *but has not yet been submitted*;
- Deleted** - A draft submission has been created by the Contractor, *but has been deleted before being submitted*;
- Submitted** - A submission has been created and *submitted by the Contractor*;
- Withdrawn** - A submission has been created and submitted, *but has been withdrawn by the Contractor before the expiry of the allocated time for submission*.

Manage my area

My Organisation(s)
Grants
My Proposal(s)
My Project(s)
Procurement
My Submission(s)
My Contract(s)
My Invitation(s)
My Formal Notification(s)
My Expert Area

SEARCH FUNDING & TENDERS
HOW TO PARTICIPATE
PROJECTS & RESULTS
WORK AS AN EXPERT
SUPPORT

select programme
1764

My Invitation(s)

Results: 1754
Search...

PROCEDURE REFERENCE NUMBER	LOT	SUBMISSION ID	PARTICIPANT	TIME LIMIT TO EXPRESS WILLINGNESS	DEADLINE	DATE OF LAST ACTION	STATUS	ACTIONS
SIEA-2018			A-B-C Construction EF	25/02/2020 16:33:16 UTC+01:00	09/03/2020 04:33:16 UTC+01:00		Received	Action show submissions 0
SIEA-2018			A-B-C Construction EF	25/02/2020 16:33:16 UTC+01:00	09/03/2020 04:33:16 UTC+01:00		Accepted	Action show submissions 1
								<div> 300010080 24/02/2020 16:48:14 PM UTC+01:00 Draft Action </div>

The status of submissions can also be viewed directly from **My Submission(s)** in the left main menu.

