



e-Submission

*A Quick Guide for
economic operators*

Contents

<i>Getting started</i>	3
<i>How do I get technical help?</i>	3
<i>How do I access e-Submission?</i>	3
<i>You can access e-Submission via the corresponding call for tenders in the TED eTendering application.</i>	3
<i>What do I need to use e-Submission?</i>	3
How to submit your tender	5
<i>Access to e-Submission</i>	5
<i>Ways to submit a Tender</i>	5
<i>Identification of tenderer</i>	5
<i>Lots</i>	6
<i>Tender data</i>	7
<i>Submit the tender</i>	7

Getting started

Welcome to e-Submission!

e-Submission allows economic operators to respond to EU calls for tenders by preparing and submitting tenders electronically in a structured and secure way.

As an economic operator, you can:

- Create a tender in response to a call for tenders launched by an EU institution or body,
- Resume a saved draft,
- Submit a tender in a secure manner,
- Receive proof of submission.

Before starting make sure you read the System Requirements available on the e-Submission Homepage.

e-Submission service

The e-Submission service of the European Commission
Make sure that you read the [System Requirements](#)

If you want to try e-Submission before submitting your tender, use our [Dummy call for Tenders](#).

How do I get technical help?

If you need help, you can contact our Support team, from 08:00 until 18:00 CET.

✉ DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu

☎ +32 (0) 229 71063

How do I access e-Submission?

You can access e-Submission via the corresponding call for tenders in the [TED eTendering application](#).

What do I need to use e-Submission?

You need to be registered in the European Commission's user authentication service ([EU Login](#)) and the EU eProcurement platform [TED eTendering](#). The tenderer must be registered in the Commission's organisations register ([Participant Register](#)) and have a PIC (Participant Identification Code).

Registration is open to everyone 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](#).

eTendering

[TED eTendering](#) is the eProcurement platform where EU institutions and bodies publish their calls for tenders.

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

You need to log on to your eTendering account to be able to submit a tender.

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 need to be submitted only once. Following the registration each organisation obtains a unique Participant Identification Code (PIC). See the [PIC Quick Guide](#) to learn how to obtain a PIC.

Step-by-step guide

How to submit your tender

How to submit your tender

Access to e-Submission

If the contracting authority has made e-Submission available for your call for tenders, a button 'Submit a tender' will appear in the TED-eTendering call for tender.



When you click on it, you will be redirected to e-Submission for the call.

You will be asked first to accept the Terms & Conditions of use of e-Submission and the e-Submission specific Privacy Statement (tick the corresponding option).

Then you will be able to either:

A. create a 'New Tender', or



B. 'Resume draft', this option will appear only if you have already started drafting a tender in a previous e-Submission session.



Ways to submit a Tender

When you create a 'New Tender', you will be asked to indicate:

- How the tender will be submitted: as 'Sole Tender' or a 'Joint tender'.
- If the tender will involve subcontracting.
- In what language the tender will be prepared.

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

Identification of tenderer

1) Click 'Add new...' () to identify each entity participating in the tender.

The main tenderer or all members of a joint tender must be identified with a PIC – Participant Identification Code (see page 3). No PIC is needed for subcontractors.

To check if an entity has already a PIC (i.e. is already registered in the Participant Register), use the "Search" button.

The screenshot shows a search form with the following fields:

- PIC number (9 digits): [Empty text box]
- Country: [Dropdown menu]
- VAT number: [Empty text box]
- National registration number (full number): [Empty text box]

 At the bottom left, there are two buttons: 'Cancel' and 'Search Q'. A mouse cursor is pointing at the 'Search Q' 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 select also the country.

If the search produces no results, this means that the entity does not yet have a PIC. See the [PIC Quick Guide](#) to learn how to obtain a PIC.

After obtaining the PIC, go back to e-Submission, search by the PIC and select the displayed organisation.

The screenshot shows the search results page. The search criteria are:

- PIC number (9 digits): 802541182
- Country: [Empty dropdown]
- VAT number: [Empty text box]
- National registration number (full number): [Empty text box]

 The 'Search Q' button is circled in orange, and an arrow points from it to a search result card. The result card shows:

- Company name: Silmopad
- Address: Drive De Hevies, Brussels, BE
- VAT: BE123456789
- PIC: 802541182
- Status: DECLARED

 The 'Select +' button at the bottom of the result card is also circled in orange.

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

- (only for the Main tenderer or Group leader):
 - Tender Contact info (contact point and e-mail address)
 - IBAN/Bank account number
- (for all entities participating in the tender): Declaration on honour

You will not be able to proceed if these data or documents are missing.

Use the **Attachments** section to upload any other documents relating to the tenderer's legal & regulatory capacity, economic & financial capacity, technical & professional capacity, or exclusion criteria. Use the category "Other" to upload other documents if they are not related to the technical or financial tender.

Only upload the documents that the contracting authority requires to be submitted with the tender.

Click on the button 'Next' () when you are ready.

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' ().

Tender data

In this section, you need to:

- Fill in the total amount of the financial tender in EUR, excluding taxes.
- Fill in the total amount of any taxes applicable (if the contracting authority is exempt from taxation, insert zero).
- Upload the financial and technical tender documents.

Once you consider that the tender data is correct and the tender complete, click on the button 'Next' ().



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

Tender Report

If you consider the tender complete and ready for submission, download the Tender Report (generated by the system), have it signed by the authorised person and upload it in this section.

[Download your Tender Report](#)



The tender report lists the documents that will be submitted with the tender. It must be signed by an authorised representative of the tenderer or the Group leader in case of a consortium.

The signature must be either hand-written or advanced electronic based on a qualified certificate for electronic signatures pursuant to Regulation(EU) No 910 / 2014 on electronic identification and trust services for electronic transactions in the internal market.

After you upload an electronically signed document, the system will automatically validate the electronic signature by using the Electronic Signature Service Infrastructure (ESSI) of European Commission.

When you upload the tender report, verify that the Report ID corresponds to the tender ID displayed on the application.

Once you have uploaded the duly signed Tender report, click on 'Next' to continue.



This report is not a proof of submission; as your tender is not yet submitted.

Submit the tender

Click on the button 'Submit' to submit your tender. After this you will no longer be able to make any changes to the tender.

The system will then show a message similar to the one below.



Your tender has been successfully submitted on 20/06/2017
15:34:26 UTC+02:00

After the tender has been successfully submitted, an email notification is sent to the e-mail address linked to the EU login account that has been used to submit the tender.

This email notification contains a link to the Commission's Supplier Portal where the Tender Reception Confirmation can be found.



If you do not receive this email, you can go directly to the [Supplier Portal](#).

The Tender Reception confirmation contains the Tender ID of the submitted tender and the date and time of reception (timestamp).

This document constitutes proof of compliance with the time limit for receipt of tenders.

Please note that e-Submission does not provide for the possibility to withdraw or re-submit a tender (i.e. withdraw a tender and replace it with a new one). Details on the procedure to withdraw or re-submit tenders can be found in the procurement documents.