

# e-Submission



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What is e-Submission for?

## Economic Operators

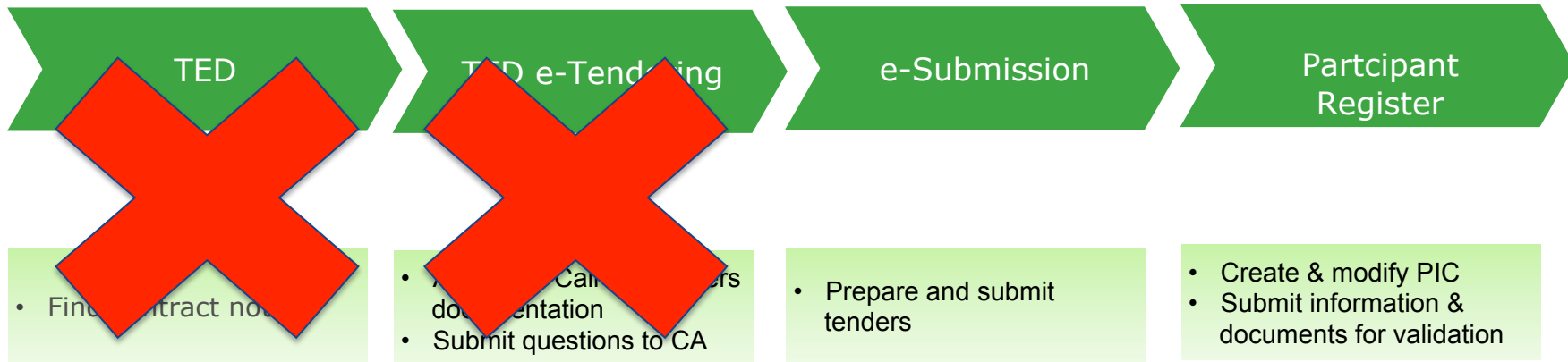
**Prepare** & **submit** tenders  
electronically in a secure  
way



## Contracting Authority

**Receive tenders**  
electronically & perform  
**Opening session**





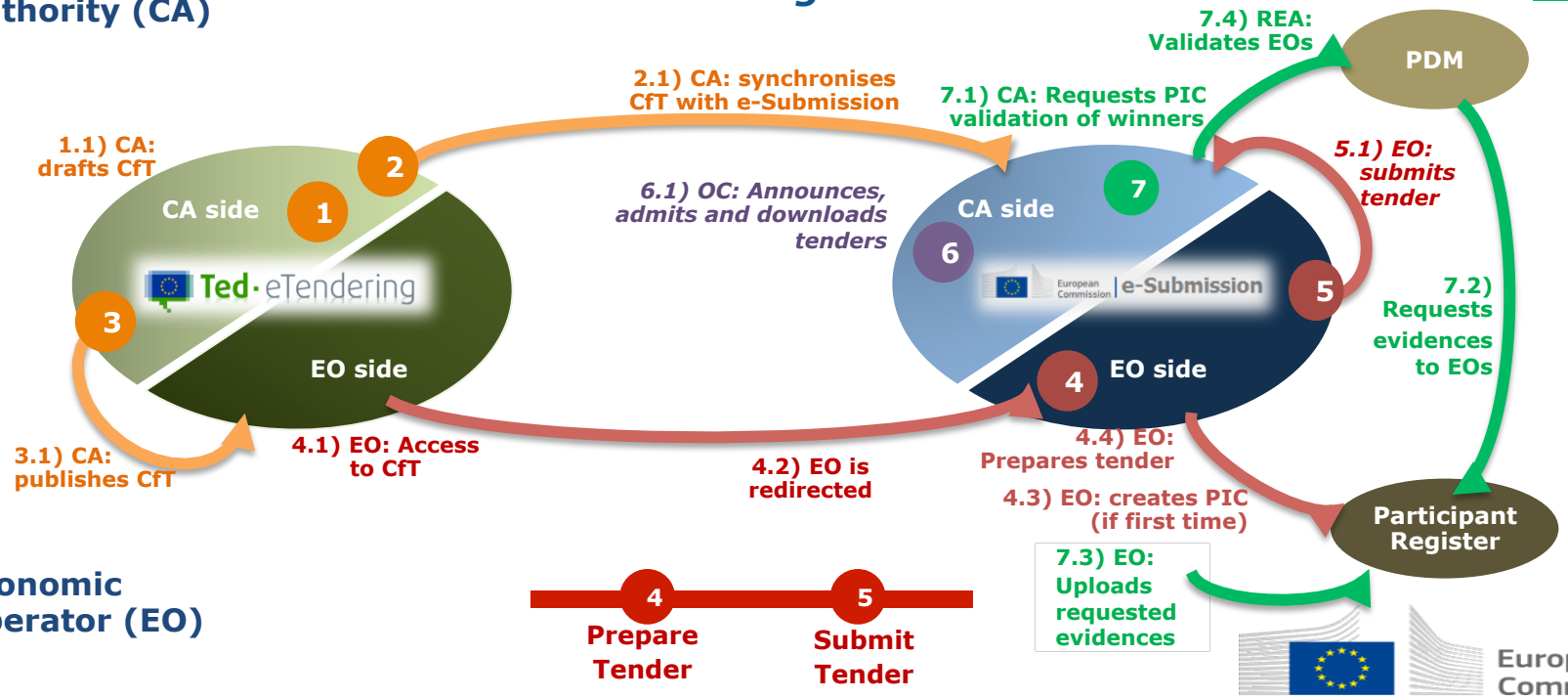
# How e-Submission works

Before Publication
During publication
At the Opening S.
Before award signature



**Contracting Authority (CA)**

*Scope for this training*



**Economic Operator (EO)**



# Where to find call for tenders - UCPM



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

English <sup>EU</sup>

Register

Login



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

select programme

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

## Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

## Calls for proposals by EU Programme

3rd Health Programme (3HP)

Asylum, Migration and Integration Fund (AMIF)

Consumer Programme (CP)

Creative Europe (CREA)

Erasmus+ Programme (EPLUS)

European Maritime and Fisheries Fund (EMFF)

European Statistics (ESTAT)

HERCULE III (HERC)

Horizon 2020 Framework Programme (H2020)

Internal Security Fund Borders and Visa (ISFB)

Internal Security Fund Police (ISFP)

Justice Programme (JUST)

Pilot Projects and Preparatory Actions (PPPA)

Programme for the Competitiveness of Enterprises and small and medium-sized enterprises (COSME)

Promotion of Agricultural Products (AGRIP)

Research Fund for Coal & Steel (RFCS)

Rights, Equality and Citizenship Programme (REC)

Union Civil Protection Mechanism (UCPM)

programming Period 2007-2013 (FP7 - CIP)

Overview of EU funding



European Commission

# Participant Register



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

English

Register Login

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

Union Civil Protection Mec

- Key steps
- Reference documents
- Participant register
- Partner search

select programme

clear filter

## Participant Register

Online manual  
"Register in the Participant Register"

IT HOW TO  
"Participant Register"

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

### Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

### Register your organisation

To register, you need to login in the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

For H2020 programme, please make sure to fill in the H2020 and FP7 section in the Participant Register. Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.


Should your project be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement.


# e-Submission portal


## Tendering data

**Name:** \*\*\*\*\* TEST CALL FOR TENDERS 01 \*\*\*\*\* Tenders submitted to this call will NOT be considered for any valid Call for Tenders

**Description:** This call for tender with 3 lots was created for TEST PURPOSES ONLY to help you get familiar with the user interface. The information submitted by both parties (Economic Operators and Contracting Authority) form part of the information presented. Do not fill-in, attach or submit any confidential or sensitive data. Personal data are not being processed in the context of this test call.


 **Procurement Reference Number:** TEST-CALL-01/2017-06/3-LOTS

 **Type of procedure:** Open procedure

 **Contracting authority:** European Commission, DG Informatics (DIGIT)


 **Type of contract:** Services


 417 days left until closure

 **Publication date:** 27/06/2017

 **Opening Date:** 01/07/2030 13:00:00 UTC+02:00

 **Time limit for receipt:** 30/06/2030 13:00:00 UTC+02:00

 Please note that if you work simultaneously on the same tender by launching parallel sessions from the same account, you may not be able to submit your tender.

 Consult the call for tenders' procurement documents [here](#) to find out what information and documents the Contracting authority requires to be provided or submitted with the tender.

## e-Submission service

The e-Submission service of the European Commission allows economic operators to respond to calls for tenders by preparing and submitting their tenders electronically in a structured and secure way. Make sure that you read the [System Requirements](#) before you start, and that you submit your tender on time.

To prepare and submit a tender in e-Submission tenderers (all members of a joint tender) must be registered in the Commission online register of organisations participating in the EU grants or procurement procedures. After registration obtains a Participant Identification Code (PIC). Registration is free of charge and takes about 5-10 minutes to complete. To check if an organisation is already registered in the Commission organisation register or to register a new org:

Yes, I have read and I accept the [Terms and Conditions](#) and I acknowledge that I have read and understood the [Privacy Statement](#)



**New tender**

Create a new tender



**Resume draft**

Tender ID: sUeW4jLc01CviWDj

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## What do I need to use e-Submission?

- EU Login
- TED eTendering or Funding & Tenders Portal
- PIC (Participant Register)

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



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# CONTACTS

- DIGIT Helpdesk
- OP TED Helpdesk

- For technical questions concerning e-Submission  
[DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu](mailto:DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu)  
+32 (0) 229 71063

- For questions concerning e-Tendering:  
OP TED HELPDESK  
[op-ted-helpdesk@publications.europa.eu](mailto:op-ted-helpdesk@publications.europa.eu)

**Q&A**

