



# **NATIONAL TENDERING PLATFORM (eTenders)**

## **D17.USER MANUAL FOR ECONOMIC OPERATORS**

### **IRISH EPROC 2022**

Date: 17/05/2023  
Doc. Version: 1.1

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## Acronyms / Abbreviations

Acronym / Abbreviation	Explanation
CA	Contracting Authority
CAPC	Contracting Authority Procurement Coordinator
CAPCA	Contracting Authority Procurement Coordinator Assistant
CAPO	Contracting Authority Procurement Officer
CfT	Call for Tender
CPV	Common Procurement Vocabulary
EO	Economic Operator (supplier)
EO Admin	Economic Operator (supplier) Administrator
EO User	Economic Operator (supplier) User
FA	Framework Agreement
MEAT	Most Economically Advantageous Tender
NUTS	Nomenclature of Territorial Units for Statistics
PDF	Portable Document File
PIN	Prior Information Notice
PO	Procurement Officer
PO/ES	Procurement Officer Evaluation Staff
PO/ESR	Procurement Officer Evaluation Staff Responsible
PO/OS	Procurement Officer Opening Staff
PO/TC	Procurement Officer Tender Coordinator
SA	System Administrator
SC	Specific Contract (in the context of an FA or DPS)
WS	Workspace
XML	eXtended Markup Language
WebTPT	Web based Tender Preparation Tool
TCO item	Total Cost Ownership of a product / item. Complex price element.

**Document Control Information**

Settings	Value
Document Title:	User Manual Economic Operator (UM)
Project Title:	IRISH EPROC 2022
Document Author:	EUROPEAN DYNAMICS
Project Owner:	OGP
Project Manager:	Vincent Herry
Doc. Version:	1.1
Sensitivity:	
Date:	17/05/2023

**Document history:**

The Document Author is authorized to make the following types of changes to the document without requiring that the document be re-approved:

- Editorial, formatting, and spelling

Revision	Date	Created by	Short Description of Changes
1.0	17/02/2023	EUROPEAN DYNAMICS	Document Creation
1.1	17/05/2023	EUROPEAN DYNAMICS	Document Update

# 1 eTenders workflow

The following terms are widely used within the eTenders platform:

- **Tender Package** is the supplier's response (i.e. offer) in a Call for Tender (e.g. CfT)
- **Timestamp** is a marking of the time and date on which the tender was uploaded in the system. Similar timestamp is used when a bid is submitted during an eAuction event
- **Bid** corresponds to an offer submitted during an eAuction event

The following deadlines are widely used within the system:

- **Time-limit for receipt of tenders or requests to participate (mandatory):** Deadline for the Economic Operators to upload their tender
- **Request for clarification From (mandatory):** The starting date of the clarification forum on which suppliers can ask for further clarifications
- **Request for clarification To (Mandatory):** The final date of the clarification forum on which suppliers can ask for further clarifications
- **Tenders Opening Date (optional):** The date for unlocking the received tenders. This date is set by default to be after the time-limit for receipt of tenders

The following figure provides a description of the workflow that the Contracting Authority and Economic Operators users can follow through the system in order to perform a complete procurement process.

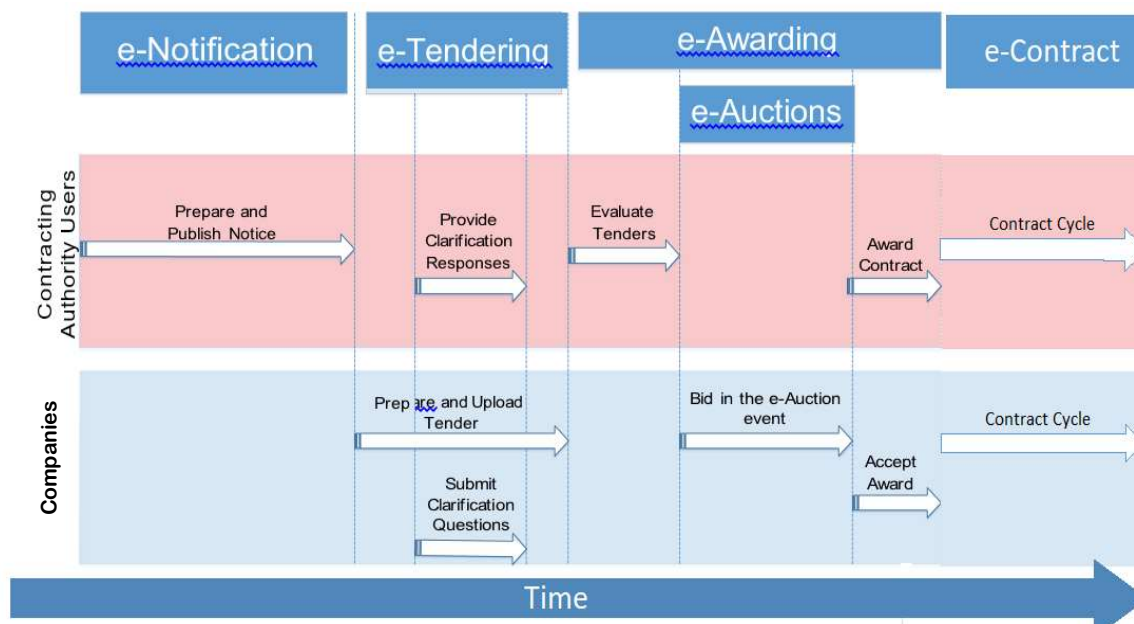


Figure 1 Workflow of Contracting Authority and Economic Users

## 2 General Functionality


### 2.1 General usage guidelines

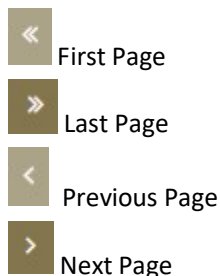
The eTenders platform provides the following common navigation behaviour/functionality:

Tabular display: Any data displayed in tabular format will have the following headers which helps the user to navigate

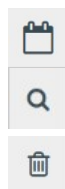
#	CFT Title ▲▼	Resource ID ▲▼	CA ▲▼	Info	Date published ▲▼	Tenders Submission Deadline ▲▼	Procedure ▲▼	Status ▲▼	Notice PDF	Award date ▲▼	Estimated value	Cycle ▲▼	Number of tenders submitted ▲▼	Interested Suppliers ▲▼
---	--------------	----------------	-------	------	-------------------	--------------------------------	--------------	-----------	------------	---------------	-----------------	----------	--------------------------------	-------------------------

Figure 2 Example of a table headers

- The arrows are ▲▼ used for sorting the results in ascending or descending order according to the field selected. The grid button  is used to hide/ show a number of fields in the table.
- Any search query or list, with more than a page of results, will include the following navigation buttons:



- The following buttons are also widely used within eTenders:



**Calendar Button** - Opens a calendar that enables the user to select a date

**Search Button** - Opens a window with search engine enabling the user to search for various codes (e.g. CPV and NUTS codes)

**Clear Button** - Clears the previous selection of the user

## 2.2 The Show CFT Menu functionality

During the creation, editing and uploading of a Call for Tender (e.g. CFT), the “Show CFT Menu” displays all functionalities available to the user. The “Show CFT Menu” is collapsed by default, as shown in the following figure:

CFT: PROCUREMENT OF HOSPITAL INFORMATION SYSTEM

Show CFT Menu ▾

Figure 3 The Show CFT Menu (collapsed)

If the user selects the “**Show CFT Menu**” button, this menu will be expanded to show all functionalities available in this Call for Tender. The user can select any of the provided functionalities:

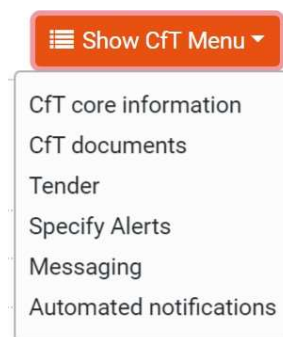


Figure 4 Call for tender menu

The “Show CFT Menu” will collapse through clicking on the “**Show CFT Menu**” button again.

## 2.3 eTenders Main Page

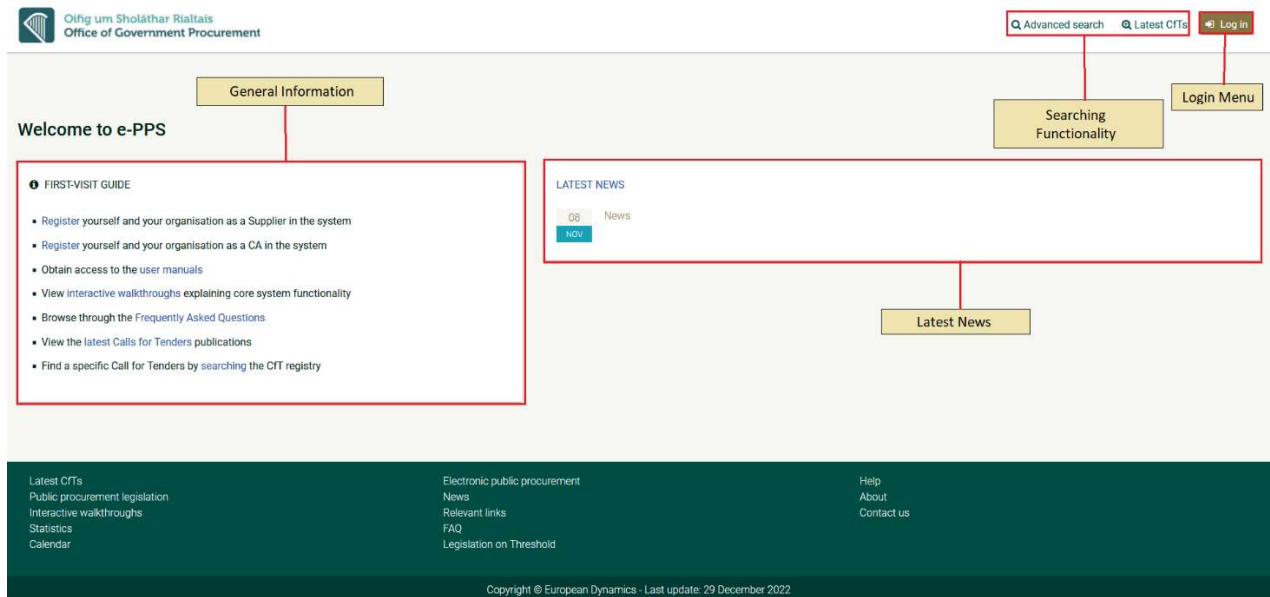


Figure 5 Main eTenders page

The main page of the eTenders platform contains the functions to allow a user to access all aspects of the platform, such as:

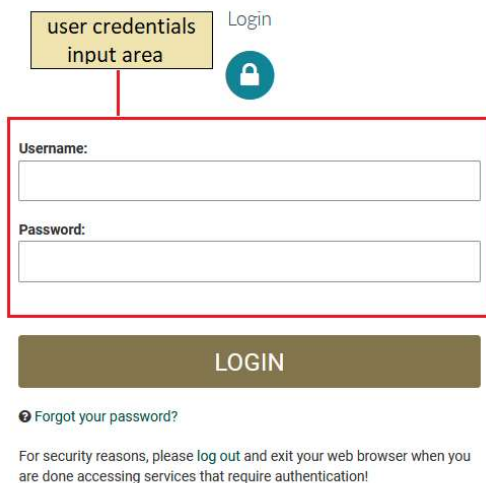
- Top right corner, which contains the Login menu and a part allowing the access to a search functionality.
- Central section, which contains general information regarding the system, such as the functionality for the registration of Economic Operators and contracting authorities, access to the download of the User manuals, etc..
- Bottom Static footer of the main page which provides functionalities accessible from all pages of the eTenders platform. This section includes links towards Interactive walkthroughs, Frequently Asked Questions, Latest News, etc.
- Search Functionality: This section allows users to access the search engine in order to retrieve call for tenders, users or organisations information.
- User registration functionality: This section allows the registration of users and organisations
- Interactive walkthroughs: This section allows to download video tutorial describing the system functionality.
- Published Tender: provides information on latest tenders published through the system
- Frequently Asked Questions: This section gathers questions already collected about the system and their respective answers.
- Latest News: provides important information about the system.

The fundamental sections of the main page are further described in the following pages.



### 2.3.1 Login Section

The Login Panel enables all users (Contracting Authority, Economic Operators and System Administrators) to log into the system provided they possess valid credentials (username and password). Also, functionality for recovering a user's password is provided.



user credentials input area

Login

Username:

Password:

LOGIN

[Forgot your password?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Figure 6 Login panel

## 3 User authentication and organisation management

### 3.1 Registration of Economic Operator

Important notice: only suppliers with a valid DUNS number OR VAT number OR Company Registration Number may register their companies on the system. The suppliers that do not have such numbers should contact the System Administrator. Contact details are provided in the “contact us” section.

The supplier additionally should provide at least all mandatory information and fill in the CAPTCHA element (it will change if you fill the wrong one or refresh the page), and then click on the “**VALIDATE & CONTINUE**” button.

#### STEP 1: ORGANISATION DETAILS

Organisation Name \*

Company type \*

Enterprise type \*

Type of Business \*

Are you a Social Economy Enterprise (SEE)?

☐ Yes ☐ No

Are you a Voluntary or Community (VOC)?

☐ Yes ☐ No

Please state the percentage of business that the company carries out in Ireland \*

Annual turnover (€ millions)

Additional organisation description

Maximum Characters: 500.

Company Registration Number



VAT number



D-U-N-S number



Market geographical coverage and location:

Country

Region

City

Address \*

Eircode / Postal Code \*

City \*

Country \*

County \*

EO Website

Organisation contact name

Email \*

Phone Number \*

Fax

Please type the code shown below \*

edkkoe

Click Here



CANCEL

CLEAR

VALIDATE & CONTINUE

Figure 7 EO Organisation Registration

In the next step, the supplier has to provide the details of the Economic Operator Administrator by providing at least all the mandatory fields. Economic Operator Administrator (EO Admin), are authorised to manage the users and update the details of their organisation, proceed to expression of interest, prepare and submit tenders, accept or reject contract awards and publish subcontracting opportunities.

### Register Administrator

STEP 3: REGISTER SUPPLIER ADMIN

First Name \*

Last Name \*

Username \*

Password \*

Password Rules

Re-enter Password \*

Email \*

Address

Eircode / Postal Code

City

\*Country

Ireland

County \*

-Select County-

Phone Number

Mobile Phone Number

Fax

\*Preferred Language

English

CAs of interest

European Commission Statistical Office of the European Union

European Environment Agency

European Insurance and Occupational Pensions Authority

European Investment Bank

European Space Agency

CANCEL

BACK

CLEAR

FINISH

\* Fields with asterisk are mandatory

Figure 8 Register Economic Organisation Administrator

The supplier clicks on the “**FINISH**” button to finalise the procedure, but should be aware that **the registration still needs to be confirmed and approved by the System Administrator.**

## 3.2 Logging into the platform for the first time

When a user logs into the eTenders platform for the first time, as a first step, the user will have to provide the transaction number (which is received by email as shown in the following figure, after the successful registration on the platform).

Welcome to the e-Tendering Platform.  
The Registration process has been successfully completed.

It will be necessary to confirm your account by following this link and login to the system:  
<https://irish-test.eurodyn.com/epps/home.do>  
Your username is: caauditor2  
Your registration transaction number is: a334f55dedac

You can directly access confirmation page by following link:  
<https://irish-test.eurodyn.com/epps/registerUserAndValidate.do?user=caauditor2&tn=ede07c2fc137de29fc9541019e2ccc0a>

Submit your transaction number when requested by the e-Tendering Platform to verify your registration.

\*\*\*\*\*

IMPORTANT: All actions within the e-Tendering Platform will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.  
\*\*\*\*\*

Figure 9 Confirmation email received during registration

1. As part of the initial login phase, once the user has provided their access credentials, they will be requested to input their unique registration transaction number, which they have received separately via email as per the Figure above.

Transaction Number

IDENTIFICATION NUMBER

Please, enter the transaction number you received by e-mail \*

SUBMIT

Figure 10 Provision of the transaction number

- Next, the user is prompted to read and accept the following System User Agreement:

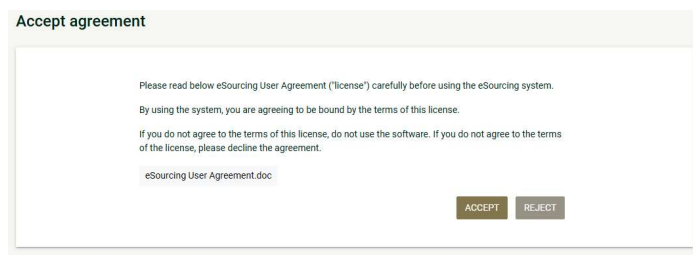


Figure 11 Confirmation of the user agreement

- Once accepted, the user is prompted to navigate to their homepage

### 3.3 Password recovery

The user can recover the password through the **“Forgot your password”** functionality available from the login module. To trigger the password reset functionality, the system requires the user to provide a username in the following screen.

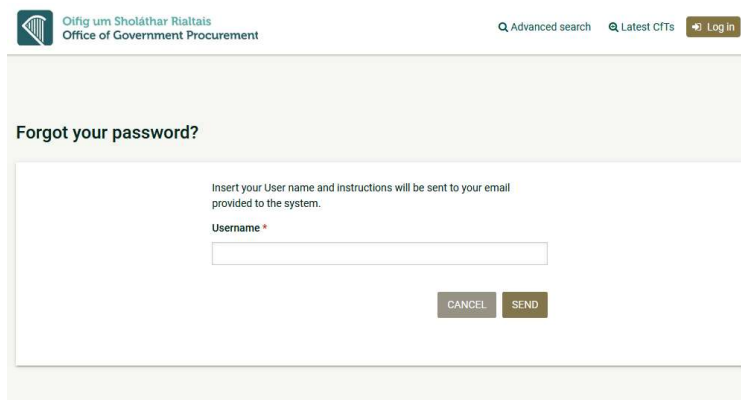


Figure 12 The user inserts his username

If the provided username is valid and the user has provided the security code correctly, the system sends an email to the associated address, containing a transaction number and a unique generated access link.

e-Tendering Platform - Password reset instructions

New password for user: buy103, with full name Anthony Josua.

Go to the following link and insert new password with transaction number.

You can access the new password section through the following link:  
<https://irish-test.eurodyn.com/epps/prepareResetPassword.do?num=ed7c84845f65b721b0ed3c8225abb4b3db3643abb0f585e5bdce244b6ae9927a>

**Your registration transaction number is: 5ac7b509e362**

\*\*\*\*\*

IMPORTANT: All actions within the e-Tendering Platform will be recorded for auditing purposes. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

Please do not reply to this mail.

\*\*\*\*\*

Figure 13 The system sends an email containing a registration transaction number as well as a unique access link

In order to reset the password, the user accesses the provided link and populates the new password as well as the received transaction number

**Reset password**

Password \*

\*\*\*\*\*

Password Rules

Re-enter Password ⓘ \*

\*\*\*\*\*

Passwords match

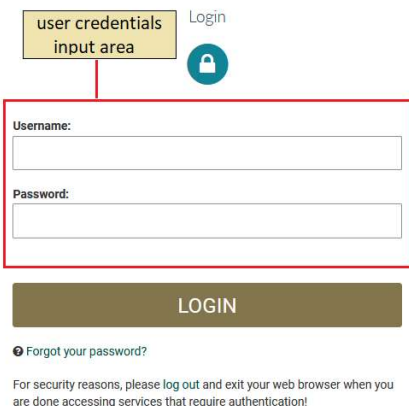
Please, enter the transaction number you received by e-mail \*

47bf30da13ef

Figure 14 Resetting the password

### 3.4 Logging into the platform

In order for a user to log into the service, the user should click on the “Log in” button and provide her/his credentials in the login section.



user credentials input area Login

Username:

Password:

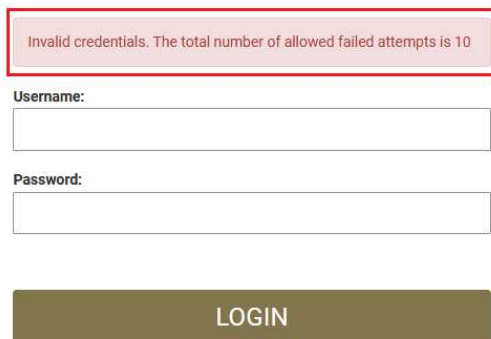
LOGIN

Forgot your password?

For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

Figure 15 Login module

If a user provides incorrect credentials (either user name or password) an error message will be displayed.



Invalid credentials. The total number of allowed failed attempts is 10

Username:

Password:

LOGIN

Figure 16 Wrong credentials

If a user provides an incorrect password for a username more than 10 times, the user account will automatically get de-activated. In this case, the user should contact the System Administrator (e.g. contacting the Helpdesk) to re-activate the account.



### 3.5 Log out from the platform

The user can exit the eTenders platform by clicking on the “Log out” button.

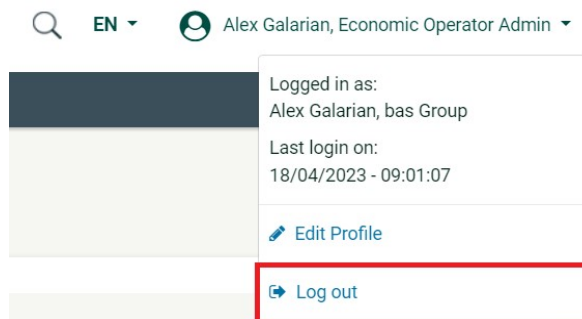


Figure 17 Logout

### 3.6 Maintenance of user's profile

Once logged in, the user can edit their profile by clicking the down arrow beside their name and platform profile, which produces the screen below in Figure 19. Click “Edit Profile” to navigate to the “Edit User” page where the user's information can be updated.

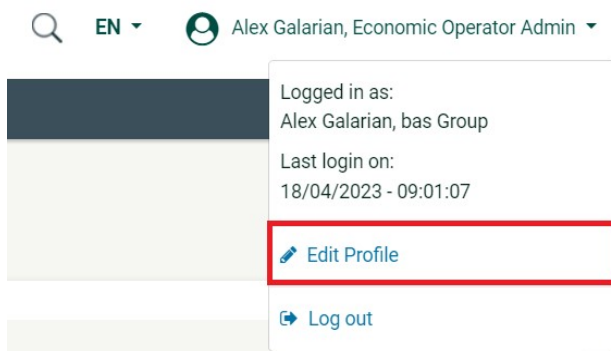


Figure 18 Edit profile option

The user can update the information fields and then, click on the **“SAVE”** button to store the performed modifications. In case the user’s password expires or invalidates, the user will be directed to the **“Edit Account”** page upon login, in order for them to provide a new password. In case the user does not provide a new password, they will not be able to have full access to the eTenders platform, e.g. access to **“View Tenders”** page.

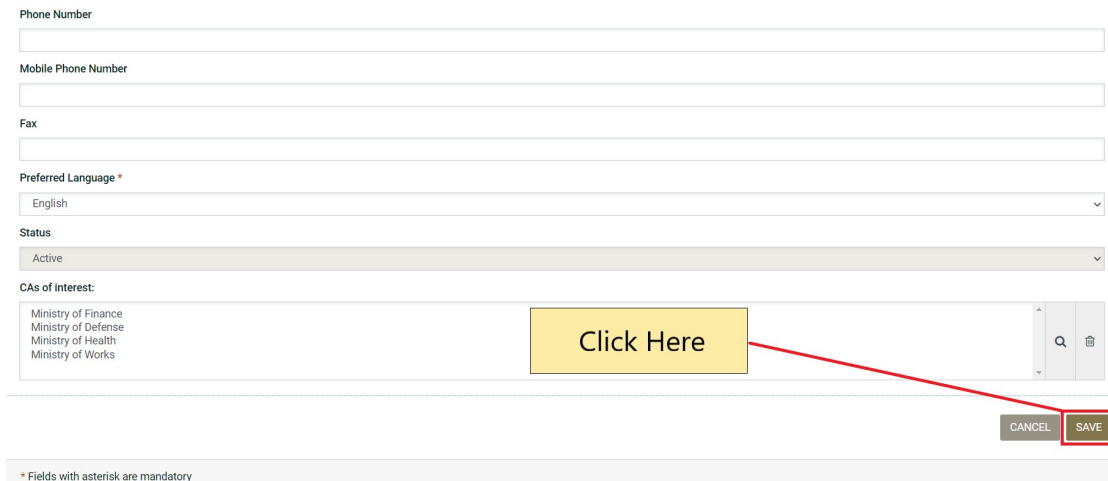


Figure 19 Edit user’s details

The password should follow a specific configuration. To view the password rules the user should click on the **“Password Rules”** link.



Figure 20 Password rules link

The password configuration rules consist of:

- Letters (upper case/lower case) allowed to be used
- Numbers allowed to be used
- Characters allowed to be used
- Allowed login failures
- Password lifetime
- Password length (min/max)
- Password history

**i** Your password must be longer than 6 characters, and comprise:

- At least 1 lower-case letter
- At least 1 upper-case letter
- At least 3 digits
- At least 1 symbol among the ones supported.

PASSWORD CONFIGURATION	
UPPER CASE LETTERS:	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z
LOWER CASE LETTERS:	a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z
NUMBERS:	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
OTHER CHARACTERS:	!, @, #, \$, %
ALLOWED LOGIN FAILURES:	5
PASSWORD LIFETIME (IN MONTHS):	3
PASSWORD MIN LENGTH:	6
PASSWORD HISTORY:	20
PASSWORD STRENGTH:	weak

Figure 21 Password configuration rules

In case the password does not follow the above password rules then the following message appears.

**✖** An error has occurred:

- Password can not be less than 6 characters. [Check Password Rules](#)
- Password's strength must be at least weak. [Check Password Rules](#)
- Password contains invalid characters. [Check Password Rules](#)

Figure 22 Change password error message

### 3.7 Organisation management

The Users assigned with the “Economic Operator Organisation Administrator” role can perform the following activities for the management of their organisation:

- Edit organisation details
- View the users registered within the organisation of the Economic Operator
- Add new users in the organisation of the Economic Operator
- Edit user’s details

By clicking on the “**EO Administration**” a dropdown menu will be displayed and then by selecting the “**EO Management**” option, this management functionality is provided.



Figure 23 EO Administration Menu

The system displays the organisation details in “Read only” format.

### View Organisation

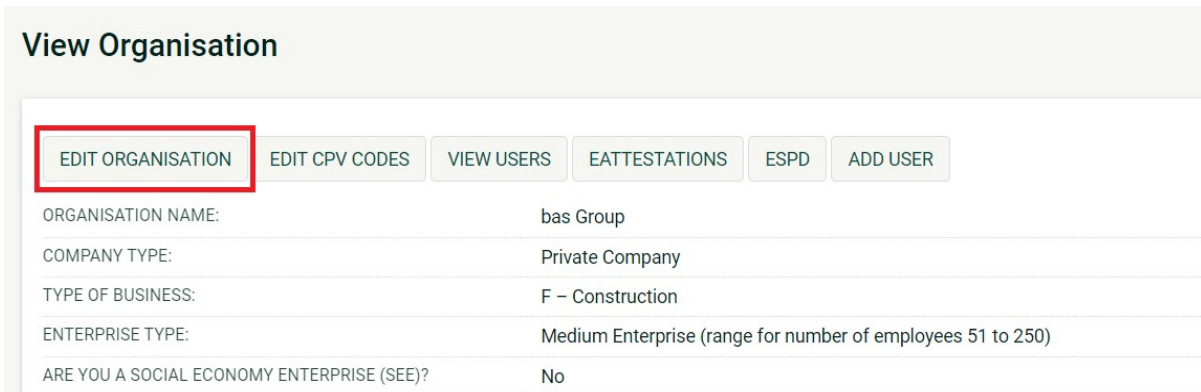
[EDIT ORGANISATION](#)
[EDIT CPV CODES](#)
[VIEW USERS](#)
[EATTESTATIONS](#)
[ESPD](#)
[ADD USER](#)

ORGANISATION NAME:	bas Group
COMPANY TYPE:	Private Company
TYPE OF BUSINESS:	F – Construction
ENTERPRISE TYPE:	Medium Enterprise (range for number of employees 51 to 250)
ARE YOU A SOCIAL ECONOMY ENTERPRISE (SEE)?	No
ARE YOU A VOLUNTARY OR COMMUNITY (VOC)?	No
ANNUAL TURNOVER (€ MILLIONS):	10000000
PERCENTAGE OF BUSINESS THAT THE COMPANY CARRIES OUT IN IRELAND:	51-75%
<b>MARKET GEOGRAPHICAL COVERAGE AND LOCATION</b>	
COUNTRY:	Ireland
REGION:	Dublin
CITY:	Dublin
COMPANY REGISTRATION NUMBER:	12312313
VAT NUMBER:	1328456g
D-U-N-S NUMBER:	654325467
APPROVAL DATE:	16/02/2023
APPROVED BY:	admin
EO WEBSITE:	www.basgroup.do
<b>ADDITIONAL ORGANISATION DESCRIPTION:</b>	
ORGANISATION CONTACT NAME:	bas
ADDRESS:	Aw Street, 12
EIRCODE / POSTAL CODE:	23456
CITY:	Dublin
COUNTRY:	Ireland
COUNTY:	Dublin
EMAIL:	basgroup@hotmail.com
PHONE NUMBER:	+49 3546785674
FAX:	
WEBSITE:	www.basgroup.do
STATUS:	Active

Figure 24 EO Management page

### 3.7.1 Edit organisation details

Selecting the option “**EDIT ORGANISATION**” allows the user to edit the organisation’s details



**View Organisation**

EDIT ORGANISATION EDIT CPV CODES VIEW USERS EATTESTATIONS ESPD ADD USER

ORGANISATION NAME: bas Group

COMPANY TYPE: Private Company

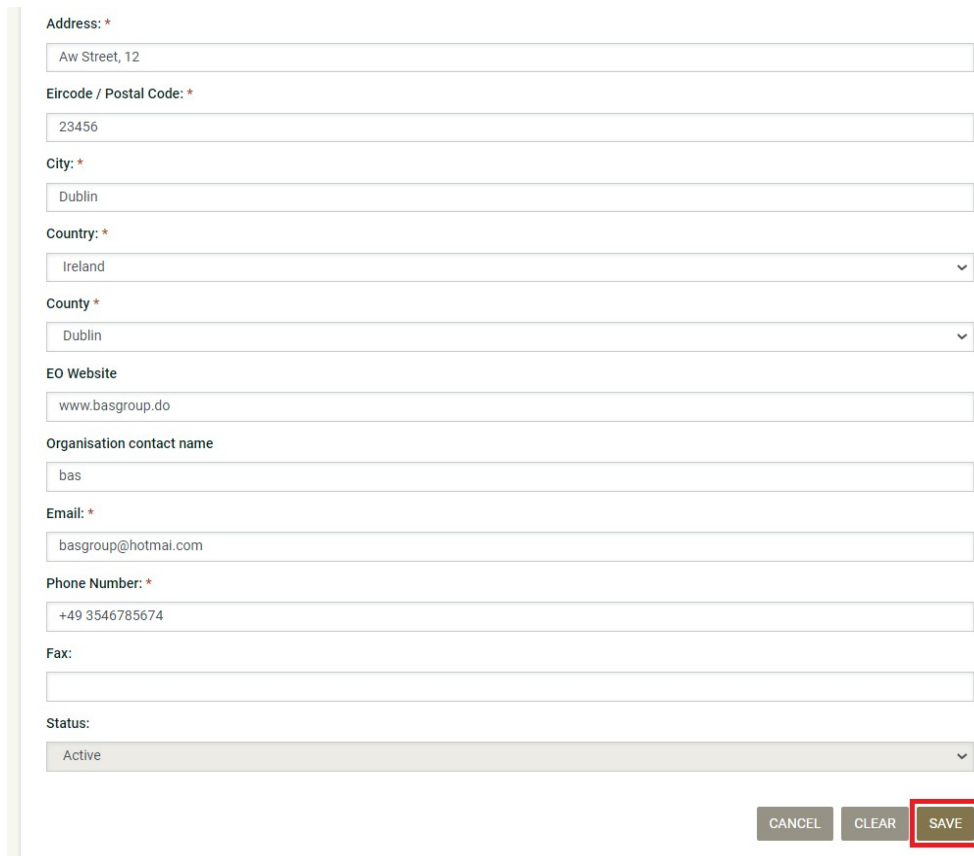
TYPE OF BUSINESS: F – Construction

ENTERPRISE TYPE: Medium Enterprise (range for number of employees 51 to 250)

ARE YOU A SOCIAL ECONOMY ENTERPRISE (SEE)? No

Figure 25 Edit organisation button

Selecting the button “**SAVE**” will store the performed modifications, while the button “**CLEAR**” will reset the performed modifications.



Address: \*

AW Street, 12

Eircode / Postal Code: \*

23456

City: \*

Dublin

Country: \*

Ireland

County \*

Dublin

EO Website

www.basgroup.do

Organisation contact name

bas

Email: \*

basgroup@hotmail.com

Phone Number: \*

+49 3546785674

Fax:

Status:

Active

CANCEL CLEAR **SAVE**

Figure 26 Save organisation modification

### 3.7.2 Viewing users registered in the organisation

Selecting the option “**VIEW USERS**” displays all the users registered within the selected Economic Operator organisation:

**View Organisation**

EDIT ORGANISATION EDIT CPV CODES **VIEW USERS** EATTESTATIONS ESPD ADD USER

ORGANISATION NAME: bas Group

COMPANY TYPE: Private Company

TYPE OF BUSINESS: F – Construction

ENTERPRISE TYPE: Medium Enterprise (range for number of employees 51 to 250)

ARE YOU A SOCIAL ECONOMY ENTERPRISE (SEE)? No

Figure 27 View users

The system displays all the registered users within the organisation.

**View Users**

10 Results Per page | Displaying all 6 matches.

#	First Name	Last Name	Organisational Role	Country	Phone Number	Email	Status	Actions
1	Demonstrating	Supplier	Economic Operator Admin	Ireland	0123456789	Ida01@delos.eurodyn.com	Active	Edit Account
2	spyros	activedeactive	Economic Operator User	Luxembourg	12345678	Ida01@delos.eurodyn.com	Inactive	Edit Account
3	asup3	asup3	Economic Operator Admin	Greece		Ida01@delos.eurodyn.com	Active	Edit Account
4	spyros	eo_test2	Economic Operator User	Ireland	0123456789	Ida01@delos.eurodyn.com	Active	Edit Account
5	spyros	EO2	Economic Operator User	Ireland		Ida01@delos.eurodyn.com	Active	Edit Account
6	spyros	EO_test	Economic Operator User	Luxembourg	12345678	Ida01@delos.eurodyn.com	Deactivated	Edit Account

Add User

Figure 28 Display of users registered under the Economic Operator

In the above screen, the first name, last name, the role and the country of each user are displayed. Furthermore, the current status of each user account is also displayed:



Active



Inactive



Deactivated

The following user roles are supported:

- **Economic Operator Administrator (EO Admin).** Users with this type of role are authorised to manage the users and update the details of their organisation, proceed to expression of interest, prepare and submit tenders, accept or reject contract awards and publish subcontracting opportunities.
- **Economic Operator users (EO Users).** Users with this type of role are authorised to proceed to expression of interest, prepare and submit tender returns and accept or reject contract awards.

### 3.7.3 Add new user to the organisation

In order to add new users to the organisation, the EO Admin user needs to select the option “ADD USER”.

View Organisation

EDIT ORGANISATION

EDIT CPV CODES

VIEW USERS

EATTESTATIONS

ESPD

ADD USER

ORGANISATION NAME:

bas Group

COMPANY TYPE:

Private Company

TYPE OF BUSINESS:

F – Construction

ENTERPRISE TYPE:

Medium Enterprise (range for number of employees 51 to 250)

ARE YOU A SOCIAL ECONOMY ENTERPRISE (SEE)?

No

Figure 29 Add user button



The mandatory information (marked with “\*”) should be provided. Once done, the user should click on the “**SAVE**” button.

### Add User

Organisation:

Account Role

First Name \*

Last Name \*

Username \*

Password \*

Too short!

[Password Rules](#)

Re-enter Password \*

Does not match

Email \*

Address

Eircode / Postal Code

City

Country \*

County

Phone Number

Mobile phone

Fax

Preferred Language \*

CAs of interest:

Figure 30 Add a new user in the organisation

Initially, the account of the new user will be Inactive.

## View Users

10Results Per page | Displaying all 4 matches.

<<>>

#	First Name	Last Name	Organisational Role	Country	Phone Number	Email	Status	Actions
1	new user	new user	Economic Operator User	Ireland		lda01@delos.eurodyn.com	🚫	Edit Account
2	Mary	gal	Economic Operator User	Ireland		lda01@delos.eurodyn.com	😊	Edit Account
3	Alex	Galarian	Economic Operator Admin	Ireland	+54 4735497589	lda01@delos.eurodyn.com	😊	Edit Account
4	Nikos	Gala	Economic Operator User	Ireland	+353 4735497589	lda01@delos.eurodyn.com	😊	Edit Account

Add User

Figure 31 The account of the newly added user is inactive

The system will send an email to the new user confirming the successful registration. The email will contain the relevant transaction number, as noted previously in Figure 16. In order to activate their account the user must provide this number during their first login. Thereafter, the status of the account will be active.

## View Users

10

Results Per page | Displaying all 4 matches.

<<

<

>

>>

#	First Name ^v	Last Name ^v	Organisational Role ^v	Country ^v	Phone Number ^v	Email ^v	Status ^v	Actions
1	new user	new user	Economic Operator User	Ireland		lda01@delos.eurodyn.com	😊	Edit Account
2	Alex	Galarian	Economic Operator Admin	Ireland	+54 4735497589	lda01@delos.eurodyn.com	😊	Edit Account
3	Nikos	Gala	Economic Operator User	Ireland	+353 4735497589	lda01@delos.eurodyn.com	😊	Edit Account
4	Mary	gal	Economic Operator User	Ireland		lda01@delos.eurodyn.com	😊	Edit Account

Add User

Figure 32 The account of the new added user is activated

### 3.7.4 Editing User Details

The user can select the option “**Edit Account**” to edit the details of a specific user. The system will display the user’s details allowing their modification:

View Users

10Results Per page | Displaying all 4 matches.

«<>»

#	First Name ^v	Last Name ^v	Organisational Role ^v	Country ^v	Phone Number ^v	Email ^v	Status ^v	Actions
1	<a href="#">new user</a>	new user	Economic Operator User	Ireland		Ida01@delos.eurodyn.com	😊	<a href="#">Edit Account</a>
2	<a href="#">Alex</a>	Galarian	Economic Operator Admin	Ireland	+54 4735497589	Ida01@delos.eurodyn.com	😊	<a href="#">Edit Account</a>
3	<a href="#">Nikos</a>	Gala	Economic Operator User	Ireland	+353 4735497589	Ida01@delos.eurodyn.com	😊	<a href="#">Edit Account</a>
4	<a href="#">Mary</a>	gal	Economic Operator User	Ireland		Ida01@delos.eurodyn.com	😊	<a href="#">Edit Account</a>

Add User

Figure 33 Edit account link

Clicking on the button “**SAVE**” will update the user’s details.

Edit Account

Username

new1

Account Role \*

Economic Operator User

First Name \*

new user

Last Name \*

new user

Password

Password Rules

Re-enter Password

Email \*

lda01@delos.eurodyn.com

Address

Eircode / Postal Code

City

Country \*

Ireland

County \*

Dublin

Phone Number

Mobile Phone Number

Fax

Preferred Language \*

English

Status

Active

Valid from

Valid to

CAs of interest:

Ministry of Finance  
Ministry of Health

CANCEL

SAVE

Figure 34 Editing user details

### 3.7.5 Editing CPV codes of interest

In order to edit the CPV codes associated with the Economic Operator the EO Admin clicks on the “**EDIT CPV CODES**” option in EO Organisation management page. This page can be accessed viewing the EO Administration dropdown by selecting EO Management.



Figure 36 Edit CPV codes (For agreement)

The system displays the CPV codes which are currently associated with the Economic Operator:

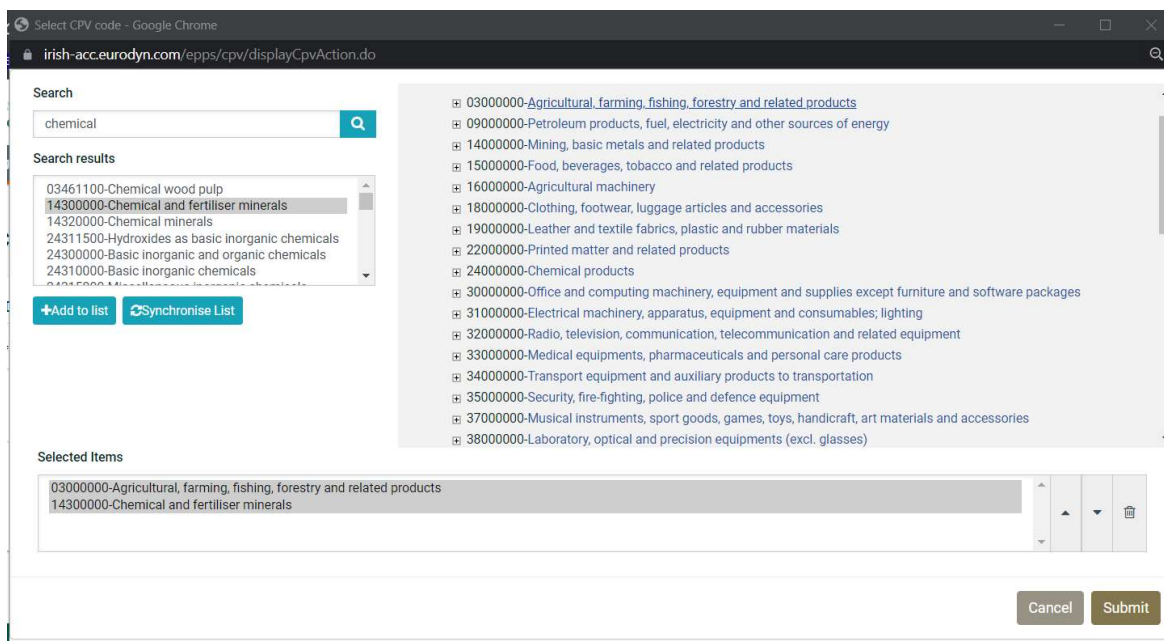




Figure 35 Accessing the CPV codes functionality

The EO Admin can add new CPV codes through clicking on the “” button. The button “” is used to delete a selected CPV code. For more information about how to use the CPV codes see section 14.1 Inserting Common Procurement Vocabulary Codes (CPV).

Once modified the associated CPV codes, the user should click on the “**FINISH**” button to store the changes.

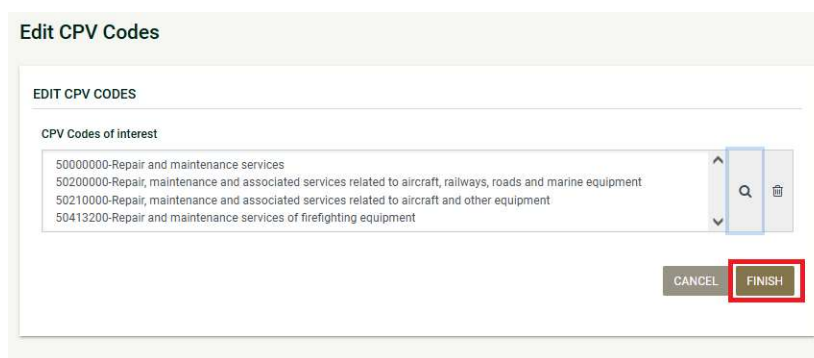
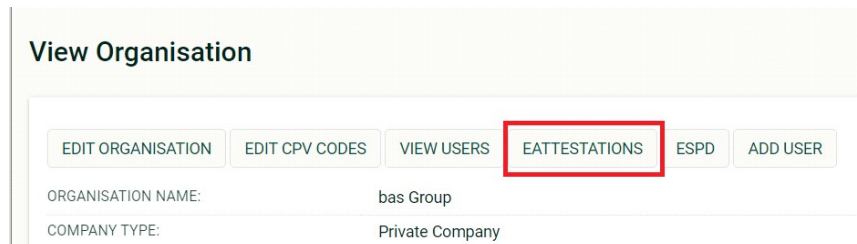


Figure 36 Edit CPV codes

### 3.7.6 eAttestation functionality (Certificates)

eAttestation allows supplier to fill in some questionnaire (construction certificates, company data, etc.) that are very often used in tender questionnaire, as part of their company profile. In this manner companies fill in the questionnaire only once, and then can re-use it for as many tenders as needed. The questionnaires that are available for companies to fill in, are visible upon clicking on the “eAttestation” button (from the EO organisation management page). Companies do not need to necessarily fill in all the questionnaires that are available under this “eAttestation” section, they can simply fill in the ones that are frequently requested under the call for tender that they bid for.



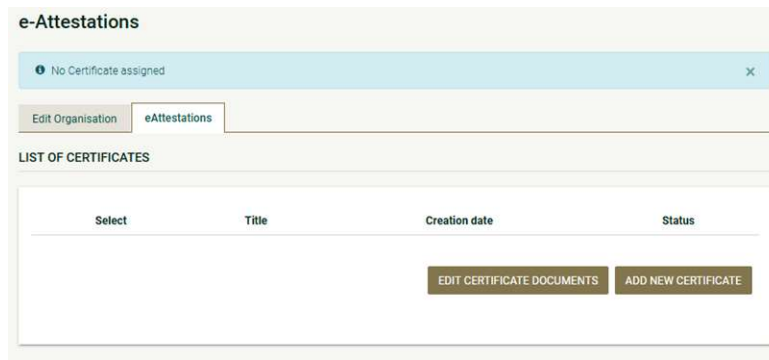
**View Organisation**

EDIT ORGANISATION EDIT CPV CODES VIEW USERS **EATTESTATIONS** ESPD ADD USER

ORGANISATION NAME: bas Group

COMPANY TYPE: Private Company

Figure 37 eAttestation functionality



**e-Attestations**

No Certificate assigned

Edit Organisation eAttestations

**LIST OF CERTIFICATES**

Select	Title	Creation date	Status

EDIT CERTIFICATE DOCUMENTS ADD NEW CERTIFICATE

Figure 38: No Certificate assigned

The supplier selects which certificate(s) to add for their organisation's needs.

**Add certificate**

C1. HEALTH AND SAFETY POLICY AND CAPABILITY (2022) ☐

Copy2 of C1. HEALTH AND SAFETY POLICY AND CAPABILITY (2022) ☐

Certificate Template ☐

B1. INSURANCE INFORMATION (2017) ☐

TestingPurposes ☐

Certificate Name ☐

test ☐

SUBMIT

Figure 39: Add Certificate

Please note that as soon as a new certificate is added by the user, the certificate is stored in the “Invalid” certificates. The supplier should either click on the certificate title or select it and click on the “EDIT CERTIFICATE DOCUMENTS” to process it for their future needs.

**e-Attestations**

Edit Organisation eAttestations

Select Certificate Click Here

LIST OF CERTIFICATES

Select	Title	Creation date	Status
<input type="radio"/>	Certificate Template(ID:1682000721974)	2023/04/20 15:25:21	Invalid

EDIT CERTIFICATE DOCUMENTS ADD NEW CERTIFICATE

Figure 40: Added Certificate



In order for the user to edit a certificate criterion:

- Select a certificate criterion
- Click on the tools button
- Click on the “EDIT” option

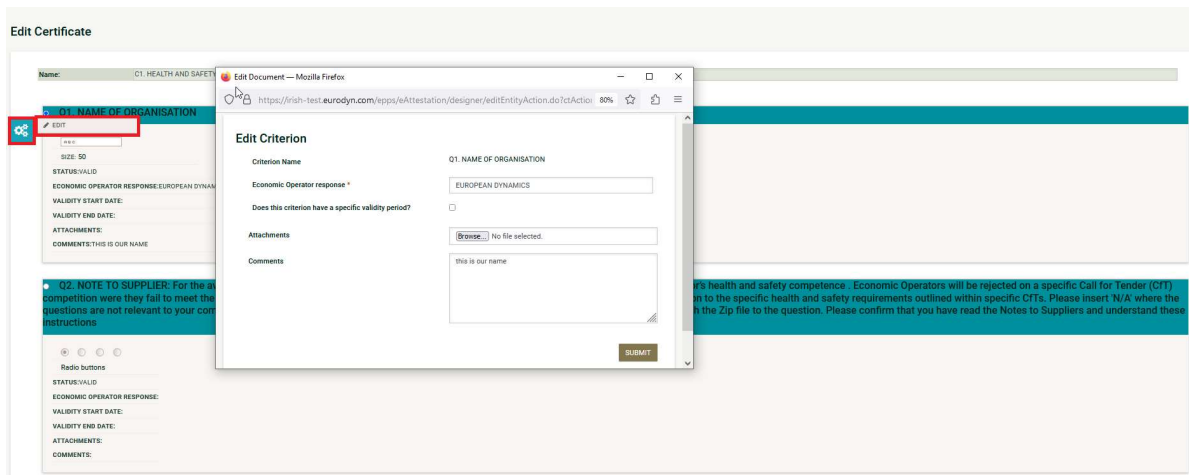
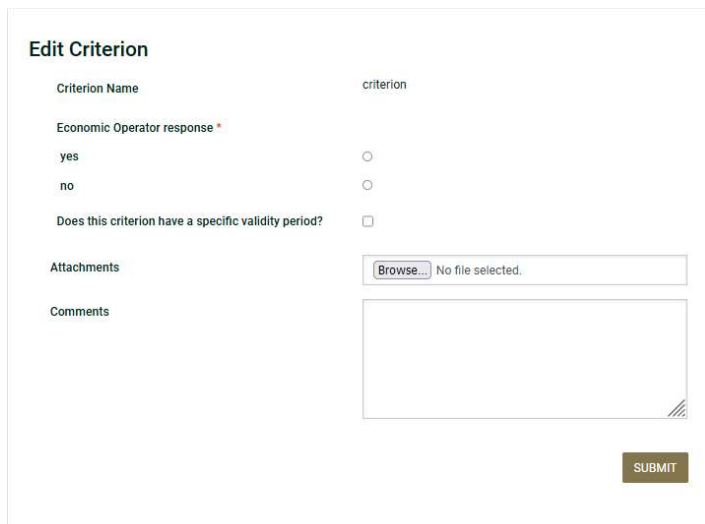


Figure 41: View Certificate Details

The supplier should provide the related information, and click on the “SUBMIT” button.



The screenshot shows the 'Edit Criterion' modal window. It contains the following fields: 'Criterion Name' (with the value 'criterion'), 'Economic Operator response' (with a dropdown menu), 'Does this criterion have a specific validity period?' (with a checkbox), 'Attachments' (with a 'Browse...' button and the text 'No file selected.'), and 'Comments' (with a text area). A 'SUBMIT' button is located at the bottom right of the modal window.

Figure 42: Edit Certificate Criterion

Once all the certificate criteria are populated, the supplier should click on the “VALIDATE” button.

The screenshot shows the 'Edit Certificate' form. At the top, there is a 'Name' field with the value 'Certificate Template'. Below this is a 'criterion' section with a settings icon. Inside the 'criterion' section, there are radio buttons, a 'STATUS: VALID' label, and fields for 'ECONOMIC OPERATOR RESPONSE: YES', 'VALIDITY START DATE:', 'VALIDITY END DATE:', 'ATTACHMENTS:', and 'COMMENTS:'. A yellow box with the text 'Click Here' has a red arrow pointing to the 'VALIDATE' button, which is highlighted with a red box. A 'BACK' button is also visible next to the 'VALIDATE' button.

Figure 43: Validate Certificate

If all the criteria are populated correctly, the certificate validates successfully and is transferred into the “VALID” tab.

The screenshot shows the 'Edit Certificate' form with a green success message bar at the top that reads 'Certificate validated successfully' with a checkmark icon and a close button (X).

Figure 44: Certificate validates successfully

**e-Attestations**

Edit Organisation eAttestations

LIST OF CERTIFICATES

Select	Title	Creation date	Status
<input checked="" type="radio"/>	Certificate Template(ID:1682000721974)	2023/04/20 15:25:21	Valid
<input type="radio"/>	Copy2 of C1. HEALTH AND SAFETY POLICY AND CAPABILITY (2022)(ID:1682001547607)	2023/04/20 15:39:07	Invalid

EDIT CERTIFICATE DOCUMENTS ADD NEW CERTIFICATE

Figure 45: Valid Certificate



## 4 Search Functionality

The eTenders platform provides a “**Simple**” and an “**Advanced**” search functionality. Both functionalities allow searching for Call for Tenders (e.g. CFTs) and Organisations (e.g. Contracting Authorities).

### 4.1 Simple Search

The simple search functionality covers searching for available Call for Tenders (e.g. CFT) and Organisations (e.g. Contracting Authorities).

Simple search queries are performed by the following steps:

1. Click on the “” icon on the top-right corner.
2. Select the relevant search parameter (Call for Tender or Users) from the selection list
3. Please provide the full search term or part of it using the “\*” wildcard
4. Click on the “” button

The results, if any, are then presented in a tabular form.

Simple search

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 514 results in total.






#	Title	Resource ID	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status	Notice PDF	Award date	Estimated value	Cycle	Number of tenders submitted	Interested Suppliers
1	PMC Testing	115773	Ministry of Defence		16/04/2023 02:48:09	20/04/2023 00:00:00	Preliminary Market Consultation	Concluded				1		1
2	ESPD TEST	115673	European Investment Bank		14/04/2023 15:53:47	05/05/2023 00:00:00	Open	Evaluation				1	1	1
3	(0387)-Test_Spyros	115589	European Investment Bank		14/04/2023 09:13:54		Dynamic Purchasing System	Established				1		1

Figure 46: Simple search for Call for Tenders

## Simple search

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 27 results in total.

Organisation ID	Organisation Name	Organisation Type	Short Name	Email
1052	AAL	Contracting Authority	AAL	
1038	CA-TestOrg	Contracting Authority	CATO	lda01@delos.eurodyn.com
1062	ED1	Contracting Authority	ED1	c1pc1@delos.eurodyn.com
1034	European Commission Statistical Office of the European Union	Contracting Authority	ESTAT	
1014	European Environment Agency	Contracting Authority	EEA	lda01@delos.eurodyn.com
1031	European Insurance and Occupational Pensions Authority	Contracting Authority	EIOPA	
1012	European Investment Bank	Contracting Authority	EIB	lda01@delos.eurodyn.com
1016	European Space Agency	Contracting Authority	ESA	lda01@delos.eurodyn.com
1028	European Union Agency for Cybersecurity	Contracting Authority	ENISA	spyridon.kouvaras@eurodyn.com
1080	Homeowners Association Kilkenny	Contracting Authority	HAK	

Figure 47: Simple search for Organisations

After performing a search for an organisation, the user can have access to the organisation's details through the selection of the organisation name, as can be seen below in Figure 48: Details of an Organisation.

## View Organisation

ORGANISATION NAME:	Ministry of Defense
ORGANISATION ID :	1077
CA NUMBER:	
VAT NUMBER:	
CA ABBREVIATION:	MoD
CA TYPE:	c. Defence
ADDITIONAL ORGANISATION DESCRIPTION:	
CA CONTACT NAME:	
ADDRESS:	das Street, 23
EIRCODE / POSTAL CODE:	23 456
CITY:	Dublin
COUNTRY:	Ireland
COUNTY:	Dublin
EMAIL:	lda01@delos.eurodyn.com
PHONE NUMBER:	+353 3546576453
FAX:	
WEBSITE:	
STATUS:	Active

[VIEW ALL PUBLISHED NOTICES](#)

Figure 48: Details of an Organisation

The user can also have access to the published notices of this particular organisation if they click on the “VIEW ALL PUBLISHED NOTICES” button.

**Published Notices**

10 Results Per page | Displaying all 2 matches.

Type	Title	Date Upd.	Lang.	Status	Date Pub.
<a href="#">Contract Notice</a>	Purchase of network devices	23/01/2023 11:35:14	EN	Published	23/01/2023 11:35:33
<a href="#">Design Contest Notice</a>	Purchase of network devices B	23/01/2023 12:14:30	EN	Published	23/01/2023 12:14:38


Figure 49: View all Published Notices for an Organisation

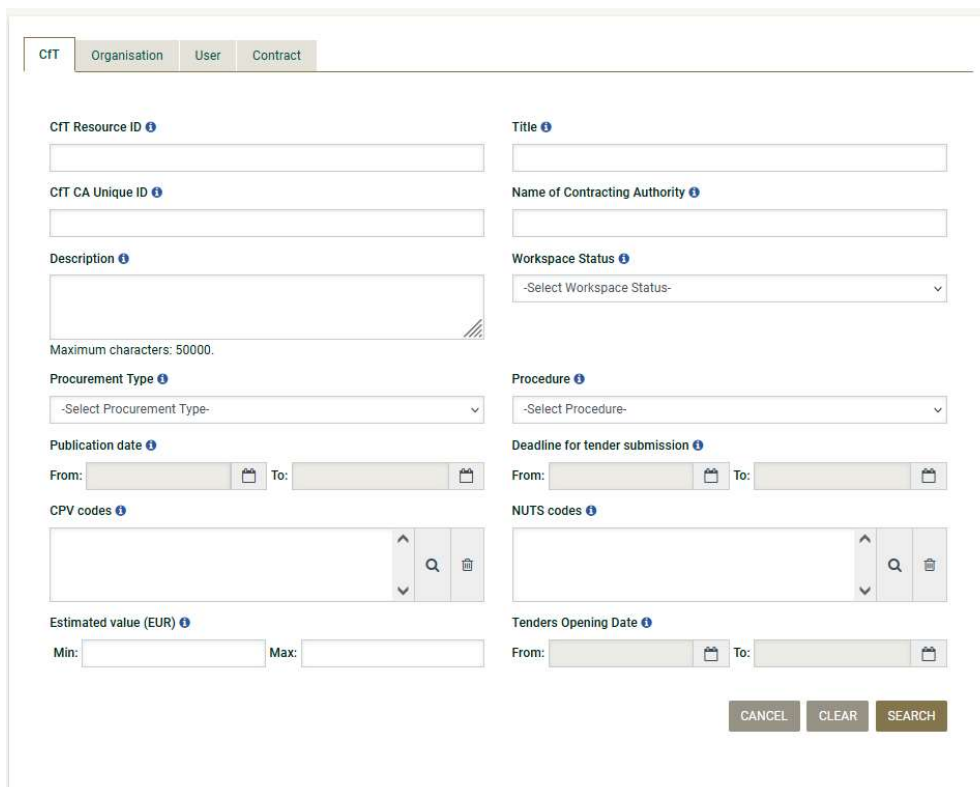
Once the user click on the type of the notice they want to access, they will be asked whether they want to view or download it.

## 4.2 Advanced search

The advanced search functionality enables searching for Call for Tenders (e.g. CfTs), Subcontracting Opportunities and Organisations (e.g. Contracting Authorities).

In order to perform an advanced search query, the user should follow the steps presented below:

1. Click on the “” icon on the top-right corner
2. Click on the “Advanced search” link
3. Select the type of the search through using the appropriate tab (e.g. CfT, Organisation, User or Contract)
4. Fill in the search parameters in the available fields (e.g. “CfT Resource ID”, “Title”, “Publication date”, etc.). Use of “\*” wildcard is also supported
5. Click on the “**SEARCH**” button



The screenshot displays the 'Advanced search' interface. At the top, there are four tabs: 'CfT' (selected), 'Organisation', 'User', and 'Contract'. Below the tabs, the interface is divided into two columns of search filters. The left column includes fields for 'CfT Resource ID', 'CfT CA Unique ID', 'Description' (with a character limit of 50000), 'Procurement Type' (a dropdown menu), 'Publication date' (a date range selector), 'CPV codes' (a list box with search and clear icons), and 'Estimated value (EUR)' (a min-max range selector). The right column includes fields for 'Title', 'Name of Contracting Authority', 'Workspace Status' (a dropdown menu), 'Procedure' (a dropdown menu), 'Deadline for tender submission' (a date range selector), 'NUTS codes' (a list box with search and clear icons), and 'Tenders Opening Date' (a date range selector). At the bottom right, there are three buttons: 'CANCEL', 'CLEAR', and 'SEARCH'.

Figure 50: Advanced search functionality

The results, if any, will be presented in a tabular form. In case of multiple search results, the system displays them in several pages. The number of results for each page can be configured using the functionality at the top of the Search Results table. Moreover, the user can also use the navigation functions to move to a particular page number.

#### SEARCH RESULTS

10 Results Per page   Displaying: 1-10   514 results in total.														
#	Title	Resource ID	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status	Notice PDF	Award date	Estimated value	Cycle	Number of tenders submitted	Interested Suppliers
1	PMC Testing	115773	Ministry of Defence		16/04/2023 02:48:09	20/04/2023 00:00:00	Preliminary Market Consultation	Concluded				1		1
2	ESPD TEST	115673	European Investment Bank		14/04/2023 15:53:47	05/05/2023 00:00:00	Open	Evaluation				1	1	1
3	(0387)-Test_Spyros	115589	European Investment Bank		14/04/2023 09:13:54		Dynamic Purchasing System	Established				1		1
4	simple example 2 envelopes	115471	Ministry of transportation		14/04/2023 08:22:57	21/04/2023 00:00:00	Open	Evaluation				1	1	1
5	DV 622/23 - TESTMAIL - PUBLIC STRUCTURE MAINTENANCE	115240	Ministry of Environment		13/04/2023 15:26:32	01/06/2023 00:00:00	Open	Evaluation			5,000,000.00	1	2	1
6	(0386)-Test_Spyros	115208	European Investment Bank		13/04/2023 15:22:36		Dynamic Purchasing System	Established				1		0
7	test notice	6730	Ministry of Finance		13/04/2023 09:46:58	18/05/2023 00:00:00	Open	Tender Submission			54,241,641.00	1		0

Figure 51: Advanced search results for Call for Tenders for an Economic Operator

In order to search for an organisation (e.g. Contracting Authority), the user should provide all the necessary information and to fill the search criteria that they need in order to retrieve the organisation.

Advanced search

CTF

Organisation

User

Contract

Organisation Name

CA Abbreviation

City

Address

Phone Number

Email

Description

Organisation contact name

Website

Organisation number

CA Type

-Select CA Type-

CANCEL

CLEAR

SEARCH

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 27 results in total.

Page 1

Organisation ID	Organisation Name	Short Name	Email
1052	AAL	AAL	
1038	CA-TestOrg	CATO	Ida01@delos.eurodyn.com
1062	ED1	ED1	ctpct1@delos.eurodyn.com

Figure 52: Advanced search results for Organisations for an Economic Operator

In order to search for a specific user of an organisation (Contracting Authority or Company), the user should first select the organisation type and then to provide the necessary information about the user to search for.

Advanced search

CFT

Organisation

User

Contract

First Name:

Last Name:

Username:

Email:

Phone number:

CANCEL

CLEAR

SEARCH

SEARCH RESULTS

10

Results Per page | Displaying all 4 matches.

<<

<

>

>>

#	First Name	Last Name	Username	Status	Role	Organisation	Country
1	Alex	Galarian	galarian	Active	Economic Operator Admin	bas Group	Ireland
2	Mary	gal	galarian2	Active	Economic Operator User	bas Group	Ireland
3	new user	new user	new1	Active	Economic Operator User	bas Group	Ireland
4	Nikos	Gala	nikgal	Active	Economic Operator User	bas Group	Ireland


EXPORT RESULTS AS CSV

Figure 53: Advanced search for own users for an Economic Operator



## 4.3 View Current Opportunities

In order to view the latest Call for Tenders published within the platform, the user should follow the below instructions:

1. Click on the “” icon on the top-right corner
2. Click on the “View current opportunities” link.

This will present automatically the list of the latest Call for Tenders that are available to the user (depending on their access rights).

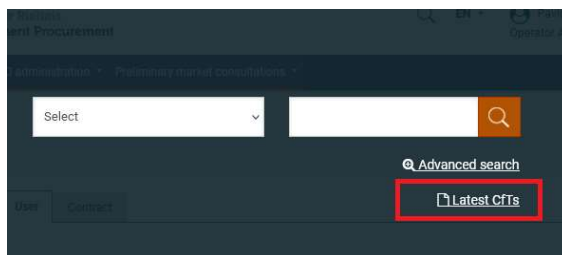


Figure 54: View Current Opportunities

## 5 View CfT Workspace

In order for the user to preview the details of a call for tender (e.g. CfT) user should select the **“CfT core information”** option from the **“Show CfT Menu”**.

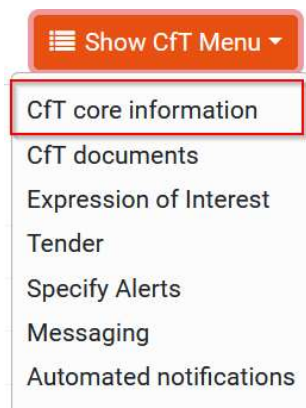


Figure 55: “CfT core information” option in the “Show CfT Menu”

The system will display all Call for Tender's details of a particular Call for Tender (e.g. Title, Procurement Type, information regarding associated deadlines, etc.).

### View CfT Workspace

**CFT: CONSTRUCTION OF "ATTIKI ODOS" EXTENSION**

Show CfT Menu

NAME OF CONTRACTING AUTHORITY:	European Investment Bank
TITLE:	Construction of "Attiki Odos" extension
CFT CA UNIQUE ID:	
EVALUATION MECHANISM:	Price/Cost Effectiveness
DESCRIPTION:	testing purposes
PROCUREMENT TYPE:	Works
DIRECTIVE:	2014/24/EU (Classic)
PROCEDURE:	Open
CFT INVOLVES:	A Public Contract
CPV CODES:	45000000-Construction work
AWARD PER ITEM:	No
INCLUSION OF E-AUCTIONS :	No
NUTS CODES:	
ESTIMATED VALUE (EUR):	2,000,000,000
ABOVE OR BELOW THRESHOLD:	Above
TIME-LIMIT FOR RECEIPT OF TENDERS OR REQUESTS TO PARTICIPATE:	19/04/2023 00:00
DEADLINE FOR DISPATCHING INVITATIONS:	
END OF CLARIFICATION PERIOD:	18/04/2023 00:00
UPLOAD OF DOCUMENTS WITHIN THE CLARIFICATIONS:	Yes
TENDERS OPENING DATE:	19/04/2023 00:30
ALLOW SUPPLIERS TO MAKE AN ONLINE EXPRESSION OF INTEREST:	Yes
CONTRACT AWARDED IN LOTS:	No
CONTRACT DURATION IN MONTHS OR YEARS, EXCLUDING EXTENSIONS:	3 months
VALIDITY OF TENDER IN DAYS OR MONTHS:	90 days
EU FUNDING:	Yes
MULTIPLE TENDERS WILL BE ACCEPTED:	Yes
DATE OF PUBLICATION/INVITATION:	31/03/2023 15:17
TED LINKS FOR PUBLISHED NOTICES:	
DATE OF AWARDING:	
LANGUAGE OF PUBLICATION:	EN
NUMBER OF OPENERS:	One

Figure 56: View CfT workspace

## 6 Viewing the Tender's Documents

In order for a user to preview and download all documents associated with a particular Call for Tender (i.e. publication notices being published for this CfT), the user should select the **"CfT documents"** option from the **"Show CfT Menu"**.

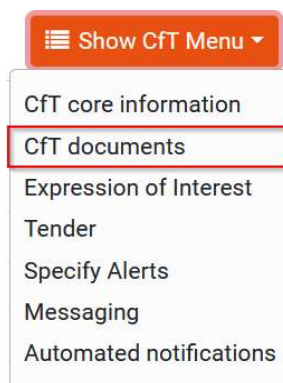


Figure 57: "CfT documents" option in the "Show CfT Menu"

The platform displays all published OJEU notices and contract documents which are associated with the Call for Tender. The **"Notices"** tab contains a list of all notices for the Call for Tender. The list provides the type of the notice, the date when the notice was uploaded in the system and the status of the notice. In order for the user to download a notice they need to select the relevant link in the **"Type"** column.

**Notice & Contract Documents**

CFT: CONSTRUCTION OF "ATTIKI ODOS" EXTENSION Show CfT Menu

Notices Contract Documents

1 results in total.

Type	Date Upd.	Lang.	Status	Date Pub.
<a href="#">Contract Notice</a>	31/03/2023 15:15:25	EN	Published	31/03/2023 15:17:21

Figure 58: Contract Notices

The “**Contract Documents**” tab lists all published documents which are associated with the Call for Tender.

### Notice & Contract Documents

CFT: CONSTRUCTION OF "ATTIKI ODOS" EXTENSION

Show CFT Menu

Notices

Contract Documents

10 Results Per page | Displaying the 1 match.

Addendum ID	Title	File	Description	Lang.	Document Versions	Actions
N/A	Tender Structure XML - Cycle 1	<a href="#">c4t_110821_1.xml</a>	N/A	EN		

DOWNLOAD ZIP FILE

Figure 59: Contract documents

## 7 Expressing an Interest in a Tender

In order for the user to express an interest in a call for tender (e.g. CfT) they need to select the **“Expression of Interest”** option from the **“Show CfT Menu”**.

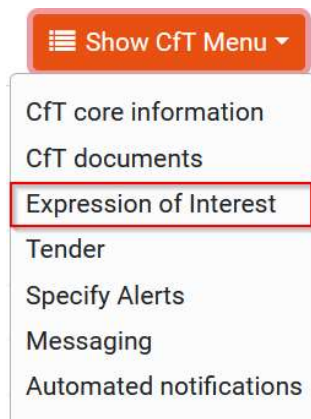


Figure 60: “Expression of Interest” option in the “Show CfT Menu”

The system prompts the user to:

- Register for Notifications by associating all users of the EO with this CfT.
- Register for Notifications by associating only himself with this CfT.

### ASSOCIATION WITH CFT

The eTendering system supports automated notifications to keep associated users up to date with all CfT advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the CfT. Please select a type of association for this CfT.

You will be able to individually manage the list of users of your organisation with the CfT, through the new "Manage associations" tab in the CfT workspace.

Type of association

☐ 1. Associate all users of my Economic Operator with this CfT
 ☐ 2. Associate only myself with this CfT

SELECT

Figure 61: Register for notifications, association of users

Once the user expresses an interest in the Call for Tender, it will be displayed under the “List of my CFTs” as depicted in the below screenshot.



Figure 62: Selection of “List of my CFTs” option

### List of My Cfts

#	Title ▲▼	Resource ID ▲▼	Type ▲▼	Status ▲▼	Submitted Tender
1	1/2023 - Kilkenny - Public park bench supply	114671	Supplies	Tender Submission	No
2	Procurement of computers	104915	Services	Awarded	Yes
3	Procurement of computers	104777	Services	Awarded	Yes
4	Procurement of office supplies	104442	Services	Awarded	Yes
5	Procurement of office supplies	103813	Services	Awarded	Yes
6	test 2	103624	Services	Awarded	Yes
7	test	103479	Services	Awarded	Yes
8	Procurement of hardware system	102817	Services	Awarded	Yes
9	procurement of chairs	100837	Services	Awarded	Yes

Figure 63: List of my CFTs

## 8 Automated tender notifications

In order to associate and disassociate users of the EO organisation from receiving notifications in relation to a specific Call for Tender, the user should select the **“Automated Notifications”** option from the **“Show CFT Menu”**. In addition, the user can also specify the timing of the various alerts of the particular Call for Tender through selecting the **“Specify Alerts”** option from the **“Show CFT Menu”**.

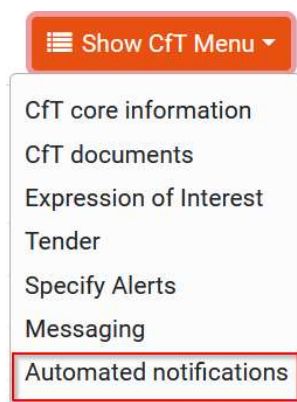


Figure 64: “Automated notifications” and “Specify alerts” options in the “Show CFT Menu”

### 8.1 Automated notifications

The system lists all user members of the EO organisation. In order to disassociate an EO member from receiving a notification in relation to a tender, the user changes the status from associated to disassociate from the drop-down menu in the **“Associate / Disassociate”** column. Similarly, changing the status from disassociated to associated will enable notifications in relation to a tender.

Manage automated notifications

CFT: PROCUREMENT OF COMPUTERS Show CFT Menu

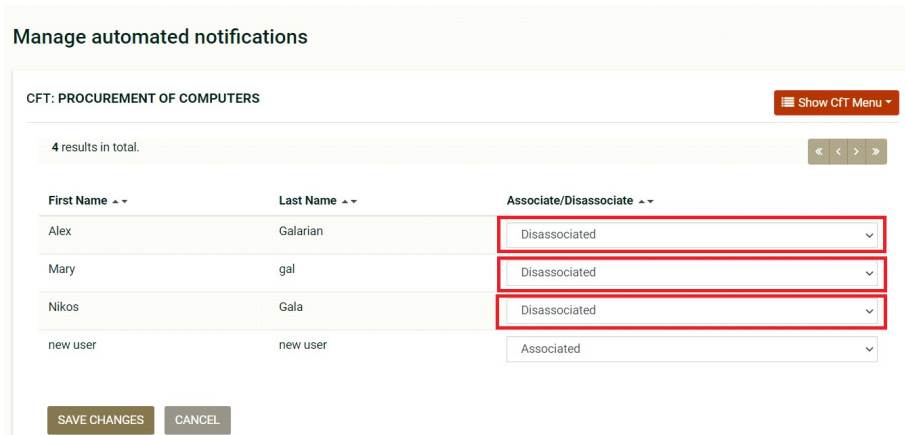
4 results in total. < >

First Name	Last Name	Associate/Disassociate
Alex	Galarian	Select
Mary	gal	Select
Nikos	Gala	Select
new user	new user	Associated

SAVE CHANGES CANCEL

Figure 65: List of associated users within a Cft





First Name	Last Name	Associate/Disassociate
Alex	Galarian	Disassociated
Mary	gal	Disassociated
Nikos	Gala	Disassociated
new user	new user	Associated

Figure 66: Disassociation of a user from a Cft

## 8.2 Specified User Alerts

The users can specify the timing of alerts for the following events:

- Time limit to receive for receipts of tenders or request to participate
- Request for clarification From
- Request for clarification To

For these events, the user can select to be notified:

- 24 hours prior to the event
- 48 hours prior to the event
- 1 week prior to the event
- 2 weeks prior to the event

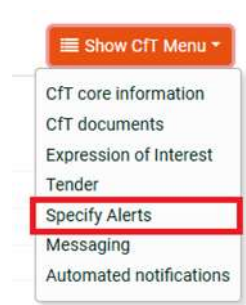
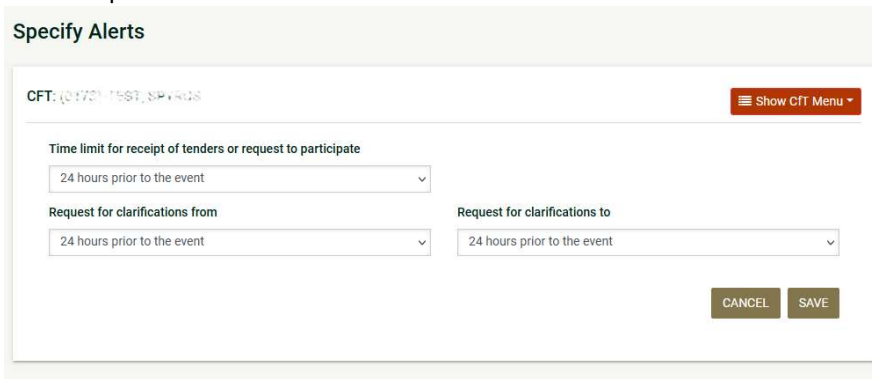



Figure 67: Specification of users alerts

## 9 Messaging functionality

In order to create a message and to preview a message response, the user should select the **“Messaging”** option from the **“Show Cft Menu”**.

This option is available in the **“Show Cft Menu”**, after the publication of a tender.

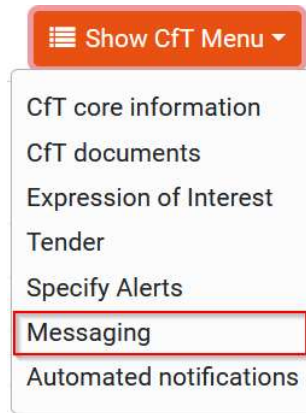


Figure 68: “Messaging” option in the “Show Cft Menu”

### 9.1 Creating a Message

On clicking the **“Messaging”** option in **“Show Cft menu”** the system automatically navigates the user to the **“Inbox”** tab in the main Messaging page. In order to create a message, the user should click on the **“COMPOSE”** button.

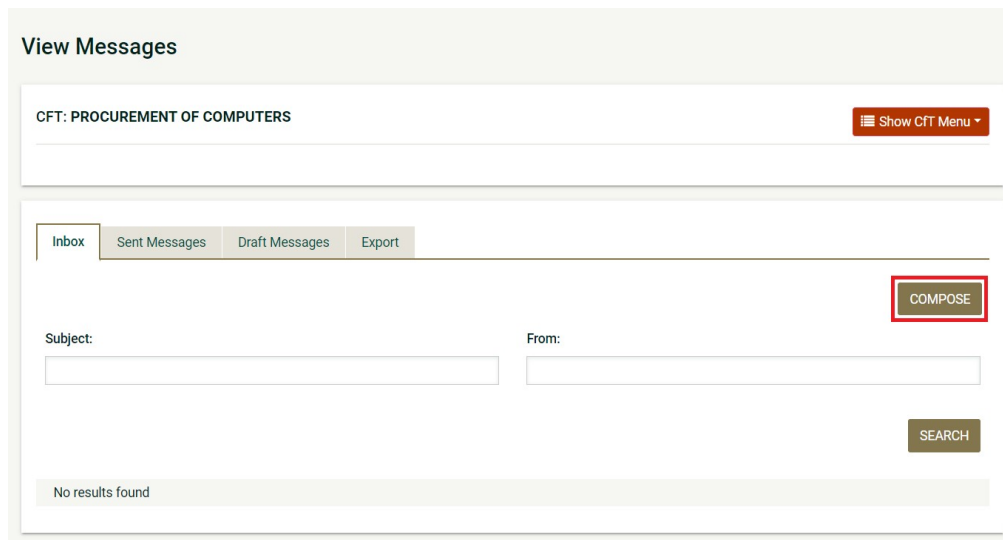
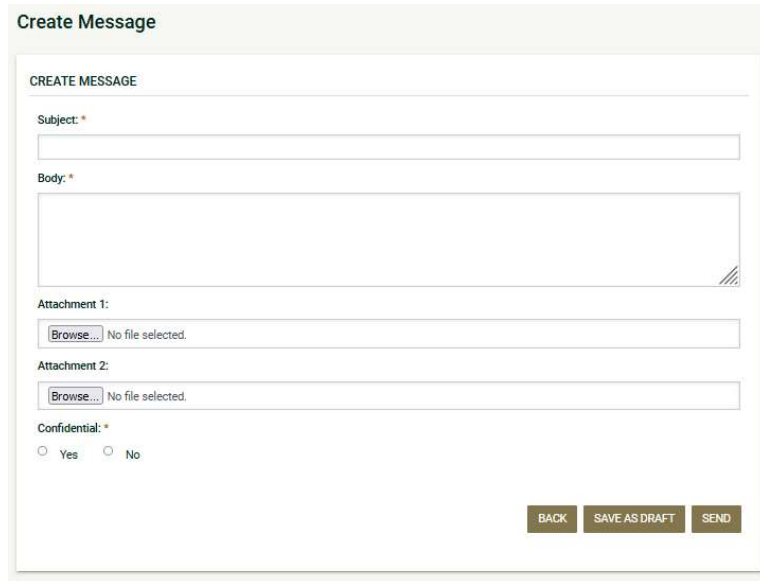


Figure 69: Cft Messaging

The user completes the respective form by providing the following information:

- Subject
- Body
- One or two file attachments including in the message (optional)
- Confidentially option for this message



**Create Message**

CREATE MESSAGE

Subject: \*

Body: \*

Attachment 1:

Browse... No file selected.

Attachment 2:

Browse... No file selected.

Confidential: \*

☐ Yes ☐ No

BACK SAVE AS DRAFT SEND

Figure 70: Send a message

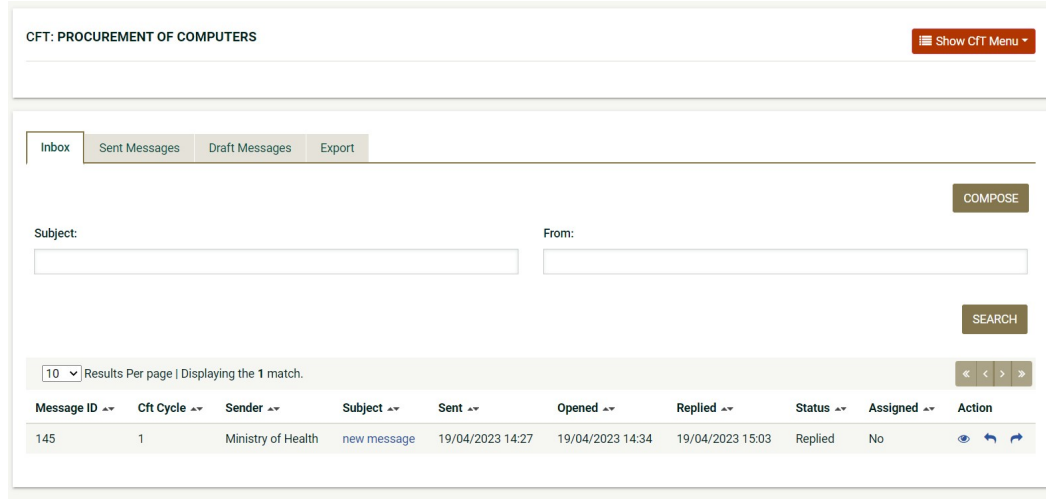
Clicking on the **“SEND”** button, the system sends the message to the tender coordinator and the tender Evaluator Staff Responsible.

Clicking on the **“SAVE AS DRAFT”** button, the system saves the message to the **“Draft Messages”** tab. Then this message is accessible under the **“Draft Messages”** tab.

Clicking on the **“BACK”** button, the form is closed and the message is deleted.

## 9.2 Viewing a message

The user can visualise a message response only after it has been sent by the Procurement Officer. A list of all messaging responses is displayed in the “**Inbox**” tab of the main Messaging page.



The screenshot shows the 'Inbox' tab selected in the messaging interface. The header displays 'CFT: PROCUREMENT OF COMPUTERS' and a 'Show CFT Menu' button. Below the tabs, there are input fields for 'Subject' and 'From', a 'COMPOSE' button, and a 'SEARCH' button. A table below shows a single message with the following details:




Message ID	Cft Cycle	Sender	Subject	Sent	Opened	Replied	Status	Assigned	Action
145	1	Ministry of Health	new message	19/04/2023 14:27	19/04/2023 14:34	19/04/2023 15:03	Replied	No	  

Figure 71: List of messaging responses & search message functionality

The user can search a particular message in “**Inbox**”, “**Sent Messages**” as well as “**Draft Messages**” by providing the “**Subject**” of the message.

Once the user views the message, the system displays the following details:

- In the “**Opened**” column, the system displays the “Date” as well as the “Time” when the message was as can be seen in Figure 72: Response to a message.
- In the “**Replied**” column, the system displays the “Date” as well as the “Time” when the message was first replied by the Economic Operator.

In order to preview the content of a response, the user selects either the displayed title on “**Subject**” column or the “**View**” link below the “**Action**” column. Then, the system opens a new window displaying all the valuable data as regards the response:

After opening a new message, the message status is changed into “Read” and the particular message is loaded in a pop-up window, which displays the following items:

- a. View Message section:
  1. Cft ID
  2. CFT CYCLE: the stage (cycle) where the Cft is.
  3. MESSAGE ID: The message identifier given by the system.
  4. Sender: Name of the organization sender of message.
  5. CONFIDENTIAL: yes/no tag for message confidentiality.
  6. Subject: Title of message.
  7. Sent on: Date and time when the message was sent.

8. Opened: This field displays the date and time the recipient opened the message for the first time.
9. Replied: This field displays the date and time the message was first replied. Between brackets the system displays the number of times the particular message has been replied.
10. Status: Message status, as follows:
  - I. New: The message has been sent but no user has accessed the particular message.
  - II. Read: At least 1 recipient of the message has accessed the message. In case several users have accessed it, then the number of users is displayed between brackets.
  - III. Replied: The message has been replied. In case the message has been replied several times, then the number of replies will be displayed between brackets.
- b. Body: It displays the content of the message.
- c. Action bar:
  1. **REPLY** (reply to a message)
  2. **PRINT** (download a hardcopy of all messages)
  3. **FORWARD** (forward the particular message)
  4. **BACK** (cancel the action)

View Message

DETAILS

CFT ID	104915
CFT CYCLE	1
MESSAGE ID	145
SENDER	Ministry of Health
CONFIDENTIAL	No
SUBJECT	new message
SENT	19/04/2023 14:27
OPENED	19/04/2023 14:34
REPLIED	
STATUS	Read

BODY

message

BACK

PRINT

FORWARD

REPLY

Figure 72: Response to a message

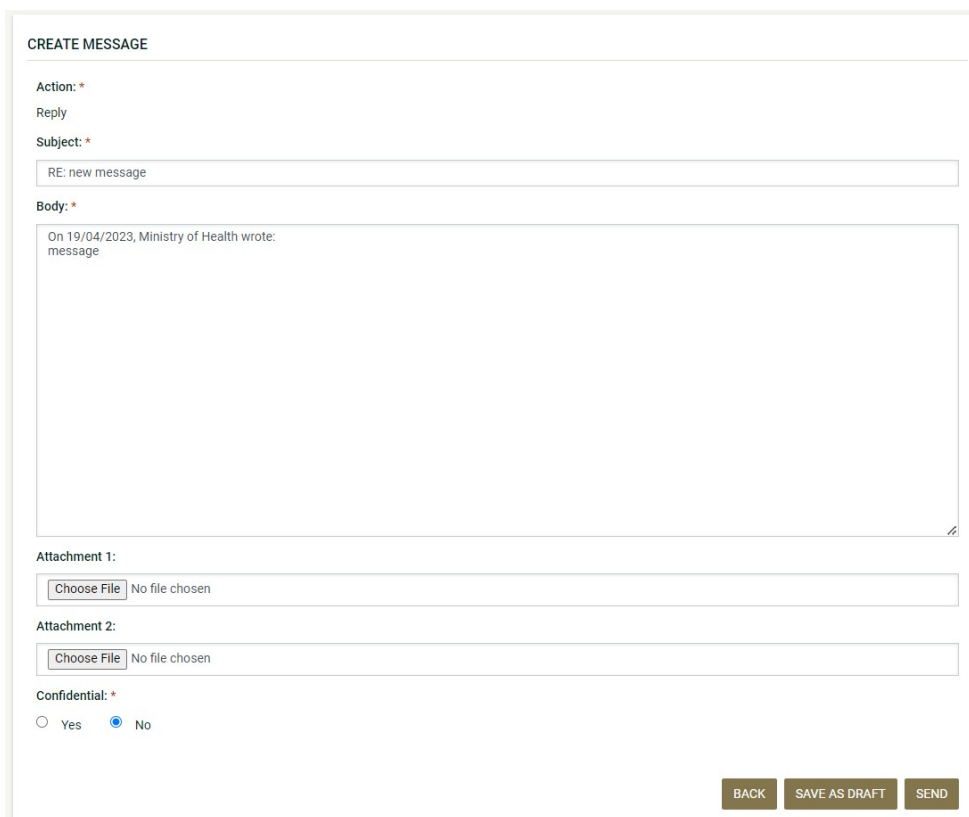
Clicking on the “**Print**” button user can download a hard copy of the current message.

## 9.3 Replying to on Message

In order to reply to a message, select the “Reply” link displayed in the Messaging Inbox or the “REPLY” button displayed in the “View Message” page.

The system shows the Reply Message page, which includes the following items:

- a. Message subject (text field)
- b. Sender (Name of the organization that dispatched the message)
- c. Message body (text area)
- d. Message attachment (file attachment). Up to 2 files to each message (each file with a maximum size of 250MB).
- e. Confidential (“yes/ no” radio button)
- f. Action bar:
  1. **SEND**
  2. **SAVE AS DRAFT**
  3. **BACK**



The screenshot shows a web form titled "CREATE MESSAGE". It contains the following fields and controls:

- Action:** A dropdown menu with "Reply" selected.
- Subject:** A text field containing "RE: new message".
- Body:** A large text area containing the text "On 19/04/2023, Ministry of Health wrote: message".
- Attachment 1:** A file upload field with a "Choose File" button and the text "No file chosen".
- Attachment 2:** A file upload field with a "Choose File" button and the text "No file chosen".
- Confidential:** Radio buttons for "Yes" and "No", with "No" selected.
- Action Bar:** Three buttons at the bottom right: "BACK", "SAVE AS DRAFT", and "SEND".

Figure 73: Message Reply functionality

## 9.4 Forwarding a Message

The user selects the message's **Forward** icon from the **Action** column in order to forward a particular message. The **Forward** icon is available on **Action** column in **Inbox** and **Sent Messages** tab.

**View Messages**

CFT: PROCUREMENT OF COMPUTERS Show CFT Menu

**Inbox** Sent Messages Draft Messages Export

COMPOSE

Subject:  From:

SEARCH

10 Results Per page | Displaying the 1 match.


Message ID	Cft Cycle	Sender	Subject	Sent	Opened	Replied	Status	Assigned	Action
145	1	Ministry of Health	new message	19/04/2023 14:27	19/04/2023 14:34		Read	No	

Figure 74: Forward message functionality

The system displays the following data in a pop-up window:

- a. Forward Message section:
  1. Subject: Title of the message.
  2. To: Recipient of the message forwarded (PO/TC, PO/ESR users can provide one or multiple e-mail addresses, separated by semicolons, the recipients of the forwarded message do not have to be registered with eTenders).
  3. Body: Editable text area for PO/TC, PO/ESR users.
  4. Attachment: (file attachment) up to 2 files to each message.
- b. Action bar:
  1. **SEND**
  2. **BACK**

Create Message

CREATE MESSAGE

Action: \*

Forward

Subject: \*

FWD: new message

To: \*

Body: \*

On 19/04/2023, Ministry of Health wrote:  
message

Attachment 1:

Choose File No file chosen

Attachment 2:

Choose File No file chosen

BACK SEND

Figure 75: Forward message form



## 9.5 Exporting Messages

The user can export and download messages and the files attached to these messages by clicking on the “Export results as CSV” button. Under “Export” tab, the system will display the following search parameters:

- Start: the user selects the start date and time
- End: the user selects the end date and time
- Action bar:
  - Compose button: Click here to create a new message.
  - Export results as CSV button: Click here to launch the export of messages as a zip file (the downloaded zip file size cannot exceed 250 MB).

### View Messages

CFT: PROCUREMENT OF COMPUTERS
Show CFT Menu

Inbox
Sent Messages
Draft Messages
Export

COMPOSE

Sent At Date Range:

start
end

SEARCH

10 Results Per page | Displaying all 2 matches.

Message ID	Cft Cycle	Sender	Recipients	Subject	Sent	Opened	Replied	Status	Assigned	Action
146	1	bas Group	Ministry of Health	RE: new message	19/04/2023 15:03			New	No	
145	1	Ministry of Health	bas Group	new message	19/04/2023 14:27	19/04/2023 14:34	19/04/2023 15:03	Replied	No	

EXPORT RESULTS AS CSV

Figure 76: Export message functionality

## 9.6 Viewing Draft Messages

The user needs to select the “Draft messages” tab. The system displays the Draft messages list. For each message, the following information columns are displayed:

- a. Compose button: Click here to create a new message
- b. Search Message: section in order to search for a message
- c. The “Draft Messages”, which displays the following information for each message:
  1. Message Id: The message identifier given by the system.
  2. CfT Cycle: the stage of the CfT, displayed by the system.
  3. Sender: the name of the sender organization.
  4. Recipients: the name of the recipient organization.
  5. Subject: Title of the message.
  6. Action: The following actions are available:
    - I. **Edit**: opens the message in editable mode and pre-fills all data already saved.
    - II. **Delete**: removes the message from the list of Draft Messages

## 10 Creating a Tender Response

A tender response is created by the Economic Operator and comprises the eligibility, technical and financial criteria of an Economic Operator. In order to prepare (or edit) a tender, the user needs to select the **“Tender”** option in the **“Show CFT Menu”**.

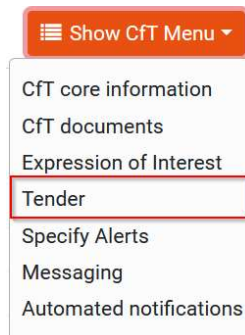


Figure 77: “Tender” option in the “Show CFT Menu”

To begin creating a tender, the user has to accept the agreement for a Call for Tender and to confirm the validity of their user details. The user clicks on the **“ACCEPT & CONFIRM ALL OF THE ABOVE”** button to proceed.

**View Tenders**

CFT: PROCUREMENT OF COMPUTERS Show CFT Menu

**1. Type of association**

☐ 1. Associate all users of my Economic Operator with this CFT

☒ 2. Associate only myself with this CFT

**2. Accept Agreement for this CFT**

[View\\_Supplier\\_Declaration.doc](#)

**3. Confirm the validity of your user details**

Name	Last Name	Username
new user	new user	new1

**ACCEPT & CONFIRM ALL OF THE ABOVE** **CANCEL**

Figure 78: Accept & confirm user details

Next, the main Tender Preparation webpage loads. Upon first access to this page for this Call for tender the page is empty and shows no particular record. If this page was previously accessed as part of a submission relating to this Call for tender, it will show the submitted tender or the draft tender that the user has already prepared.

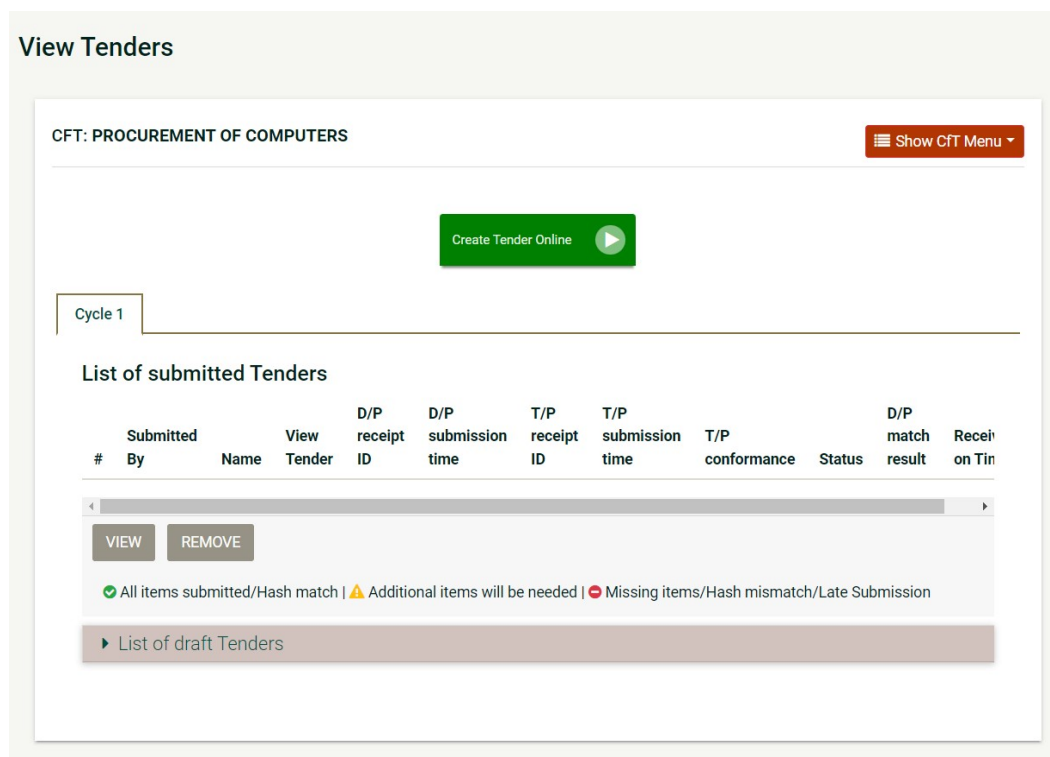


Figure 79: Main Tender Preparation webpage

The user should click on the “Create your Tender online” button in order for the WebTPT application to launch the online Tender Preparation Tool. This tool guides the supplier during the tender preparation and response process and is the place where the tender data is assembled (responses to relevant questions, upload of files, etc.).

## 10.1 WebTPT

In this section we will describe how to prepare the response to a tender using the web based Tender Preparation tool (webTPT). This part of the response outlines the number of envelopes relevant to the particular tender and will depend on the type of procurement and the submission phase for the tender in question.

### 10.1.1 Create a tender response

User should click on the “Create your Tender online” button.

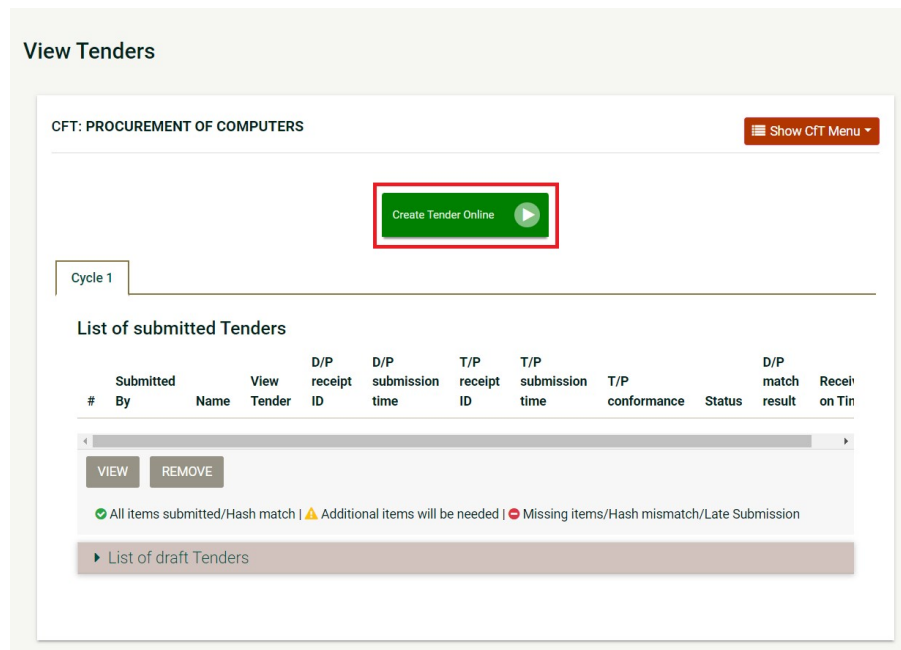


Figure 80: Click on the “Create your tender online” option

- Provide a meaningful title that describes your response (e.g. the RFT ID and your supplier organisation name ) and then click on the “Save” button to proceed

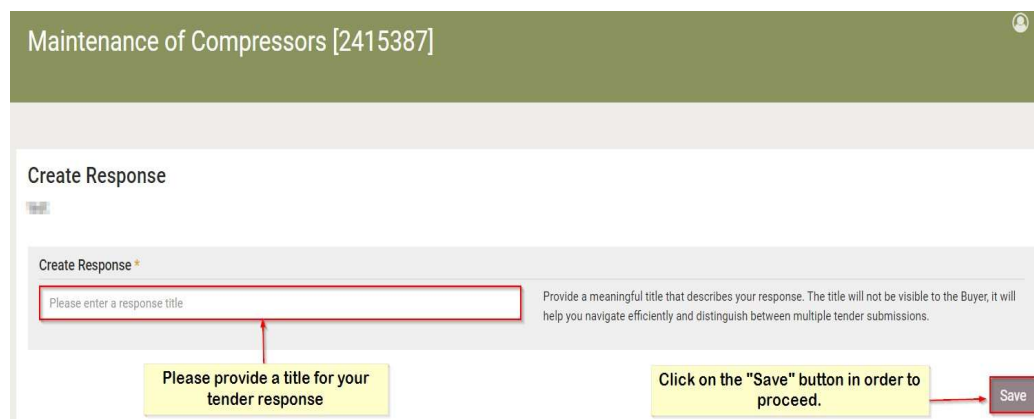


Figure 81: Main page of the WEPTPT application

## 10.1.2 Preparing the tender response

- Click on the “pencil” icon and then on the “Edit” button to start preparing your response.

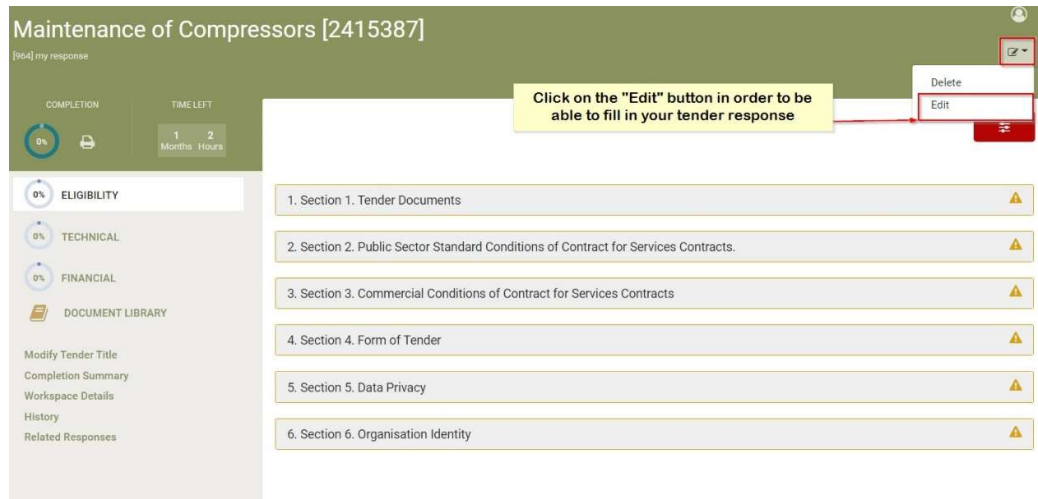


Figure 82: Preparing a tender response



**Please note that you should click on the “Edit” button in order to start preparing your tender response. In case, you missed this action then you will not be in position to start preparing your tender response. Later on, when returning to your draft tender, using this button, you can either “edit” or simply “view” it (in read only manner).**

### 10.1.3 Navigating the tender response envelope structure

In this section we will describe how to prepare the response to a tender. This part of the response outlines the number of envelopes relevant to the particular tender and will depend on the type of procurement and the submission phase for the tender in question.



Figure 83: Start of preparing a tender response

- The left panel of the WebTPT displays all the envelopes contained in the call for tender (e.g. Eligibility, Technical and Financial Envelopes; Eligibility Criteria only for PQQ stage; Technical and Financial Criteria for ITT stage).
- The right panel of the WebTPT displays the requirements of the selected envelopes (i.e. sections, subsections and criteria in each of these envelopes).



**Please note that your tender response is saved on the eTenders server each time you perform an action (e.g. provide a response in a criterion, change section, change envelope).**

## 10.2 Complete the Eligibility and the Technical Envelopes

- Click on an envelope (e.g. “Eligibility”) to view the corresponding sections



Figure 84: Eligibility envelope population

- Green ticks will appear when all Mandatory Questions in a section have been answered (you need to click outside the box or field that you are answering in to get a green tick). Bidders should try to answer ALL questions in a tender, even if not all questions are mandatory. Check each question individually before submitting your tender response in order to ensure that ALL questions have been answered. In case of doubts on the questions to be answered please consult the supporting tender documentation available for the Call for tender and / or use the messaging functionality in order to make questions to the tender coordinator.



Figure 85: Completion process indication



### **IMPORTANT NOTE:**

**Please note that it is possible to save a partially completed tender response and to return to it at a later stage, in order to complete it – details for accessing draft tender are provided later in this document.**



- Click on the section name if you would like to view its contents.

**Maintenance of Compressors [2415387]**

[1729] my response (EDITED)

COMPLETION 33% TIME LEFT 25 Days 1 Hours

53% ELIGIBILITY  
0% TECHNICAL  
0% FINANCIAL  
DOCUMENT LIBRARY

Modify Tender Title  
Completion Summary  
Workspace Details  
History  
Related Responses

1. Section 1. Tender Documents ✓  
2. Section 2. Public Sector Standard Conditions of Contract for Services Contracts. ⚠  
3. Section 3. Commercial Conditions of Contract for Services Contracts ⚠  
4. Section 4. Form of Tender ⚠

4.1. 4.1 The Northern Ireland HSC Business Services Organisation for the Health and Social Services ("The Authority") \*  
Enter Text Max 50 characters.

4.2. 4.2 Supplying full and accurate information at the mandatory fields below will ensure compliance, otherwise your bid will be deemed non compliant and your bid will be rejected \*  
Max 10000 characters.

4.3. 4.3 The Tenderer named below, at the registered business address: stated below hereby offers if this tender should be accepted by the Authority, either in full or as to such parts thereof as may be specified in that acceptance, to the extent of such acceptance and during the contract period. \*  
Max 10000 characters.

4.4. Date: (Insert Date) \*  
dd/mm/yyyy The date must be in the range [30/01/2020, 13/02/2020]

**When you click on the title of a section, its content is loaded below the section**

Figure 86: Access a section in Eligibility

- Please note that mandatory questions are indicated with an asterisk (\*). User should make sure that information for these have been provided.

1.7. In the event that any of the above apply, please set out below the full details of the relevant incident and any remedial action taken subsequently  
Max 10000 characters.

1.8. Please add your text \*  
Enter Text Max 50 characters.

This criterion is required.

**No mandatory question**

**Mandatory question**

Figure 87: Mandatory indication

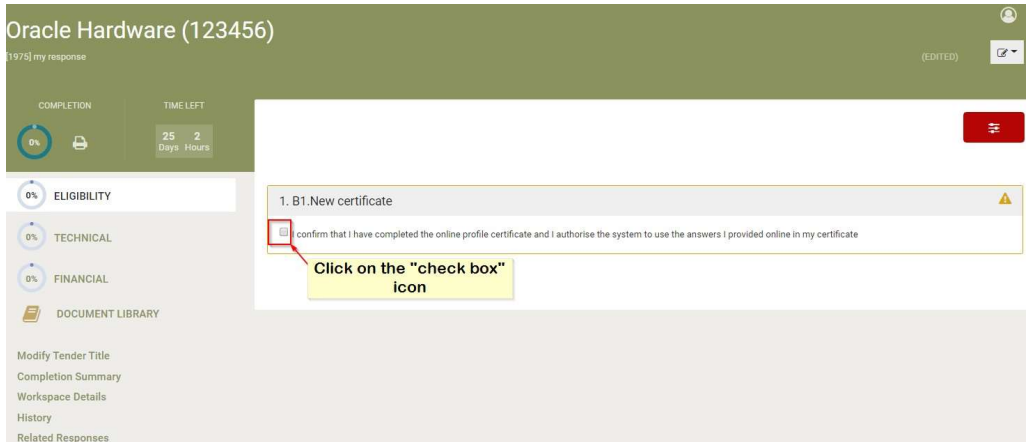


Figure 88: Completing a certificate



**IMPORTANT NOTE:**

**When selecting the above, you should make sure that the required certificate has been responded and completed in your organisation details. This is accessible through the *EO management > eAttestations > Valid page.***

## 10.2.1 ESPD

The section related to the implementation of the ESPD within the eTenders platform follows a hierarchical structure, starting with high-level process flows. These high-level sections in turn call subsections or invoke individual tasks.

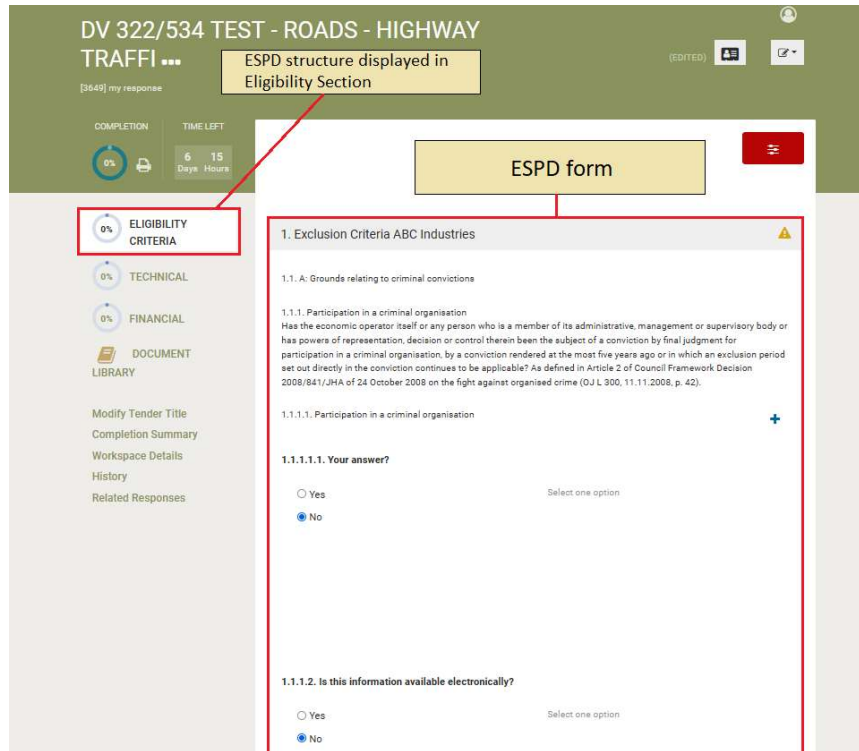


Figure 89: WebTPT - ESPD form

## 10.2.2 Types of criteria

Please note that tender questions may allow for different type of responses (list, text field, text area, number, etc.). The format of the questionnaire and the expected response for each criteria have been configured by the Procurement Officer. Certain questions may require selecting a "Yes" / "No" answer, others may require selecting a date using calendar functionality or simply providing a text input.

### 10.2.3 Text criterion

For the criteria of this type, the Economic Operator will provide their text answer in the displayed text box. The maximum number of characters for the Economic Operator's answer is also displayed. The user can also attach an optional file to provide further details in his answer.

#### 1.1. Person to be contacted regarding this tender \*

Max 50 characters.

Figure 90: WebTPT - Text criterion

### 10.2.4 Number Criterion

For the criteria of this type, the Economic Operator will provide their answer as a number in the provided box. The minimum and maximum ranges of the number are displayed along with the specified step. The user can also attach an optional file to provide further details in their answer.

#### 1.2. We consider that the information in this tender is commercially sensitive \*

Only numbers in the range [10,1000] are allowed

Figure 91: WebTPT - Number criterion

### 10.2.5 Text area Criterion

For the criteria of this type, the Economic Operator will provide their text answer in the displayed text area box. The maximum number of characters for the Economic Operator's answer is also displayed. The user can also attach an optional file to provide further details in their answer.

#### 1.1. Provide details of the name, address and contact details of your Bank who will provide a reference, if required \*

Max 10000 characters.



Figure 92: WebTPT - Text area criterion

### 10.2.6 List option criterion

In a list criterion the user should select one response based on available ones

#### 1.2. Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? \*

- ☐ Yes  
☐ No

Select one option



Figure 93: WebTPT - List option criterion

## 10.2.7 Multiple selection list (checkboxes) criterion

In a multiple selection list (checkboxes) criterion the user should select one or more response(s) based on available ones

1.3. If asked would you be able to provide at least one of the following? \*

☒ A copy of your most recent audited accounts (for the last two years if this applies) Select one or more options

☐ A statement of your turnover

☒ Profit and loss account and cash flow for the most recent year of trading


Figure 94: WebTPT - Multiple selection list (checkboxes) criterion

## 10.2.8 Date criterion

In a date criterion the user should select a date from the calendar based on available ones.

1.4. Start date \*

22/02/2020



The date must be in the range [10/02/2020, 23/04/2020]

Click on the "Calendar" icon in order to select a date

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1
2	3	4	5	6	7	8

Figure 95: WebTPT - Date criterion

## 10.2.9 File criterion – Uploading file attachments

In a file criterion the user should select a file from the document library

- When a file criterion is required click on the “Attach file” button in order to navigate to the “Document library” area.

1.3. File \*

Please choose files pressing the button at the right.

Click on the "Attach file" button



Figure 96: WebTPT - Attach a file

- Click on the “Upload a new file” link in order to navigate to the “Upload files” page.

Select Reference Files For ×

File

Filename	Title	Comment
<input type="checkbox"/>		

Upload a new file

Click on the "Upload a new file" link in order to find the file you want to attach.

Cancel Save

Figure 97: WebTPT - Upload a new file process



**Please note that the maximum allowed size of all the attached files in a tender response should not exceed 100MB (i.e. < 100MB).**

- Click on the “Choose file” button in order to select the file(s) from a local or network location. Please note that you may drag and drop the necessary file(s).

**Upload Files** ×

Upload Files ⓘ  
File size Limit: 100 MB | Total space per response 100 MB

Click on the "Choose Files" button and select the file you wish to submit or drag & drop a file.

Choose Files Choose Files or drag & drop here

Upload queue ⓘ  
Queue length: 0

Name	Size	Progress	Status	Actions
Queue progress:				

Upload Cancel Remove

[Back](#)

Figure 98: WebTPT - Upload a new file process 2

- Select the necessary file(s)

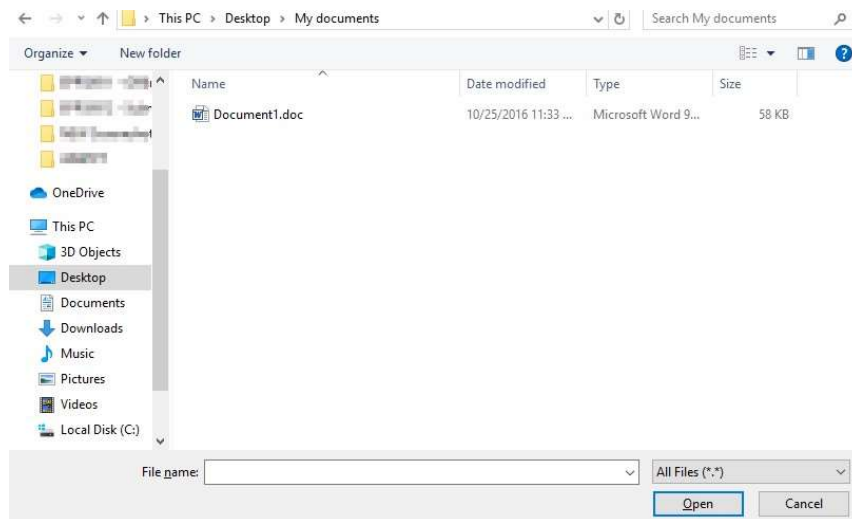
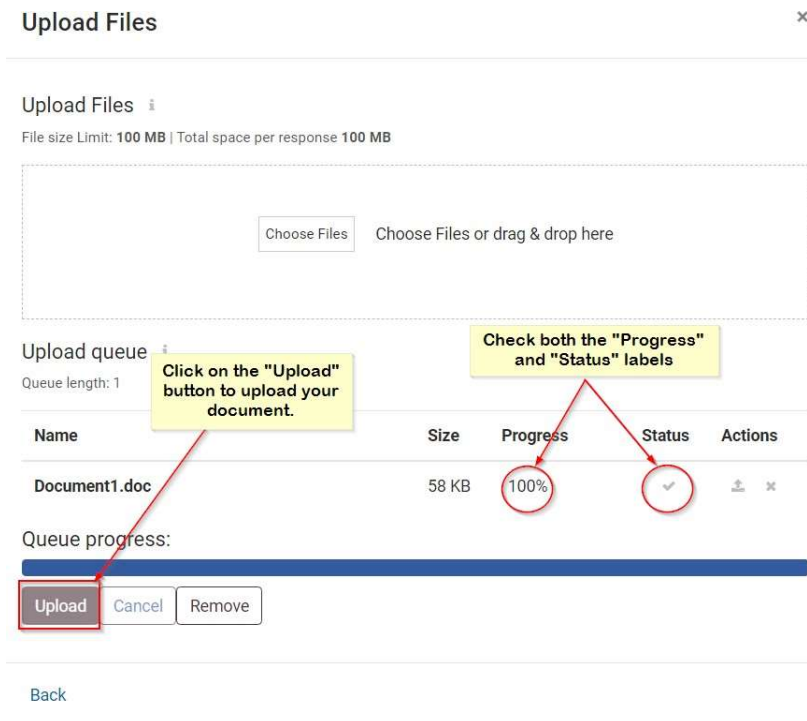


Figure 99: WebTPT - Select a new file from the file system

- Click on the “Upload” button in order to upload your file(s) on the WEBTPT application.



**Upload Files** ×

Upload Files ⓘ

File size Limit: 100 MB | Total space per response 100 MB

Choose Files Choose Files or drag & drop here

Upload queue ⓘ

Queue length: 1

Name	Size	Progress	Status	Actions
Document1.doc	58 KB	100%	✓	⬆ ⬇ ⬅


Queue progress:

Upload Cancel Remove

Back

Figure 100: WebTPT - Upload a new file process 3

- Select the referenced file(s) for the particular criterion. Please note that more than one files can be associated with a particular criterion.



**Select Reference Files For** ×

File

Select the referenced file for this criterion.

File	Filename	Title	Comment
<input checked="" type="checkbox"/>	Document1.doc	N/A	Enter comment/s

Upload a new file

Cancel Save

Click on the "Save" button

Figure 101: WebTPT - Associate file(s) to a particular criterion



### **IMPORTANT NOTE:**

**Please note that you should make sure that every document is associated with at least one criterion in the “Document Library” section. Files that are not associated with a criterion are not included in a tender submission.**



## 10.2.10 Optional file attachment

Click on the “Attach relevant document” icon if you wish to upload a document or file related to your response in a criterion. Please note that more than one files can be associated with a particular criterion.

### 1.6. Minimum Standard 1

Please choose files pressing the button at the right.

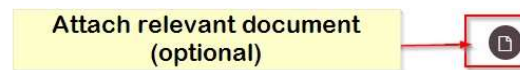


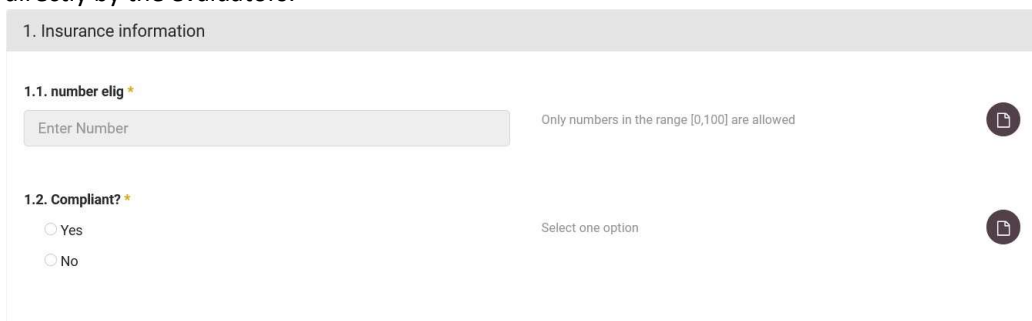
Figure 102: WebTPT - Optional file attachment



**Please note that the maximum allowed size of all the attached files in a tender response should not exceed 100MB (i.e. < 100MB).**

## 10.2.11 Supplier Read Only Criteria

The user can view the existence of the criterion in the tender, but the scoring will be provided directly by the evaluators.



1. Insurance information

1.1. number elig \*

Enter Number

Only numbers in the range [0,100] are allowed

1.2. Compliant? \*

☐ Yes

☐ No

Select one option

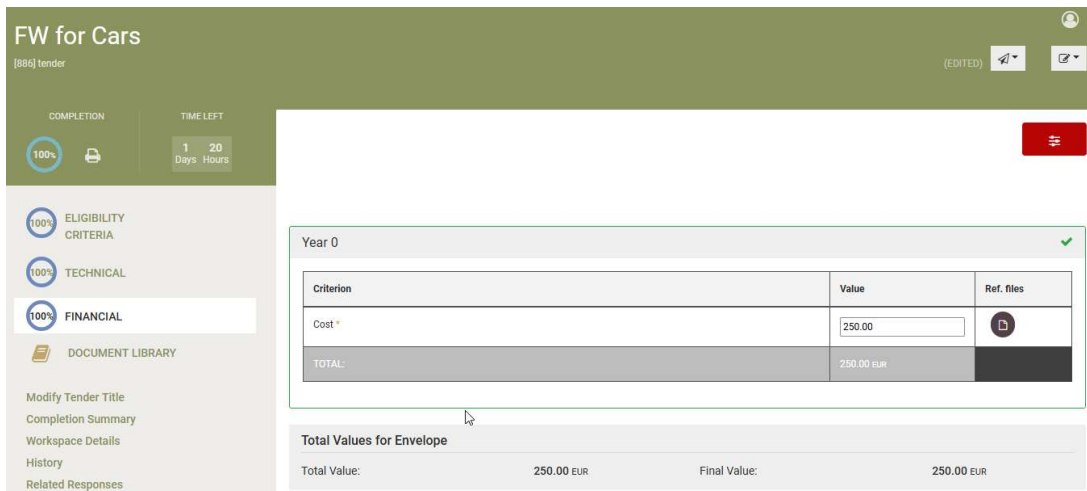
Figure 103: WebTPT - Supplier Read Only Criterion

## 10.2.12 Complete the Financial Envelope

After you have completed the Eligibility and Technical envelopes, fill in the financial envelope. The system displays all financial and TCO criteria for the tender requirements.

The user completes the column **“Value”**. The **“Totals”** are automatically calculated by the system, as the sum of all prices provided for all prices criteria.

The values expected in the financial envelope are currency values, hence only numeric values are allowed in this envelope.




**FW for Cars**  
[886] tender

COMPLETION: 100%  
TIME LEFT: 1 Days 20 Hours

100% ELIGIBILITY CRITERIA  
100% TECHNICAL  
100% FINANCIAL  
DOCUMENT LIBRARY

Modify Tender Title  
Completion Summary  
Workspace Details  
History  
Related Responses

Criterion	Value	Ref. files
Cost *	250.00	
<b>TOTAL:</b>	<b>250.00 EUR</b>	

**Total Values for Envelope**

Total Value:	250.00 EUR	Final Value:	250.00 EUR
--------------	------------	--------------	------------

Figure 104: WebTPT - Complete financial envelope

Regarding the TCO (BoQ), the supplier fills in the requested values according to the specifications for the financial proposals.

In the example below it is required for suppliers to declare the number of goods they will deliver (TCO - BoQ Attribute: Quantity), and the price per unit (TCO - BoQ Attribute: Unit Price). The coordinators have setup calculation formulas that in the background provide them with the proposed financial values.

0%


ELIGIBILITY CRITERIA

0%

TECHNICAL

100%

FINANCIAL



DOCUMENT LIBRARY

Modify Tender Title

Completion Summary

Workspace Details

History

Related Responses

Year 0 ✓

Criterion	Value	Ref. files
TOTAL:	EUR	

1. Section 1 ✓

**Price 1\***

**Price2\***

2. Section 2 ✓

**Price 3\***

TCO Price 4 \* a\*b +100

**Price (a)**

**Quantity (b)**

**Consumption (c)**

**Total Values for Envelope**

Total Value:	400,125.00 EUR	Final Value:	400,125.00 EUR
--------------	----------------	--------------	----------------

Figure 105: WebTPT – TCO criterion

## 10.2.13 Validate tender response

The progress indicators visualise the incremental progress of each tab within the response, as well as the progress of the tender response in total

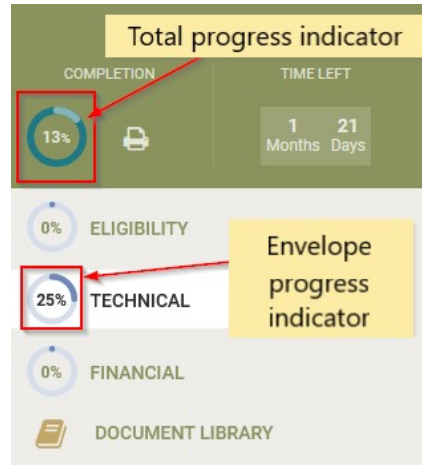


Figure 106: WebTPT -Progress Indicators

In addition, you may validate your tender by clicking on the “Completion Summary” option from the left-hand menu.

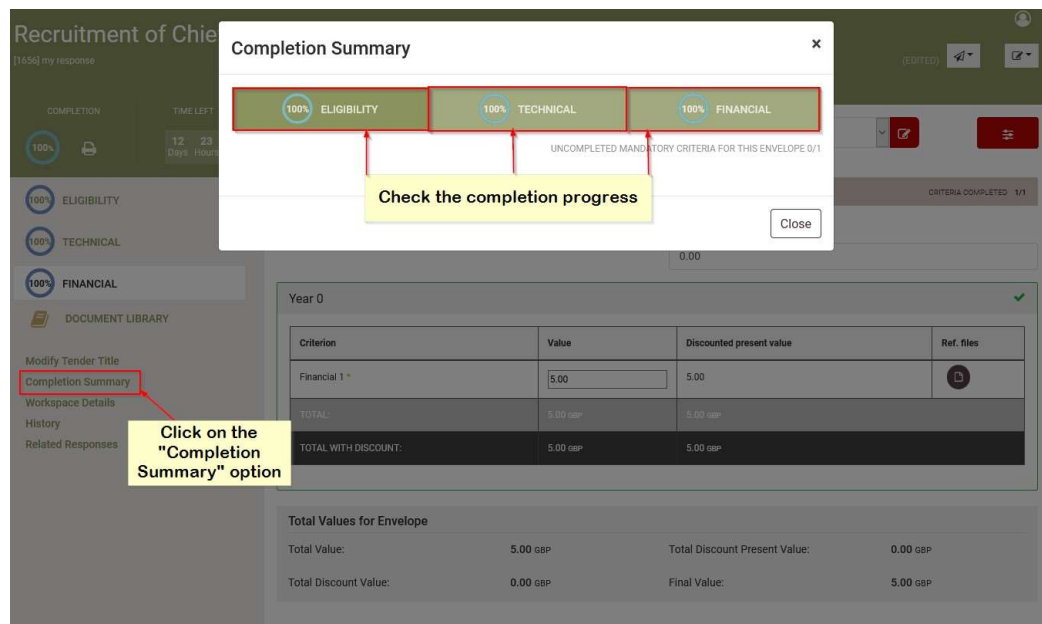


Figure 107: WebTPT -Completion summary

## 10.2.14 Saving a tender response

At any time, you may save a partially completed tender and return to it at a later stage in order to finalise it and complete your submission.

In the WEBTPT application, your provided values are saved automatically every time you perform an action on the application (e.g. clicking outside of the field).

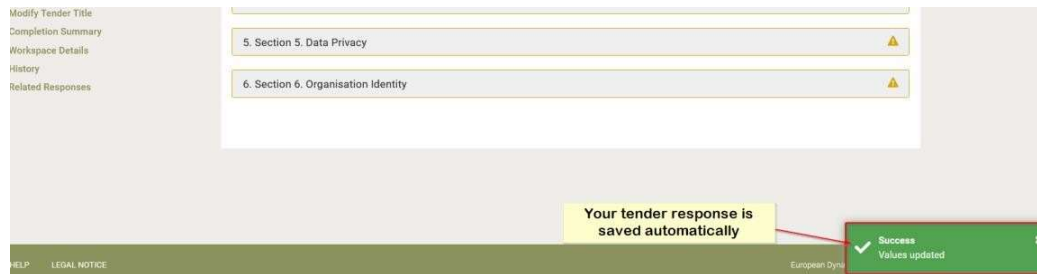


Figure 108: WebTPT - Automated saving process

All saved draft versions are saved on eTenders servers. However please note that in conformance with the EU Public Procurement Legislation, the only tender document(s) that a Contracting Authority can ever see are those officially submitted by the company at the final phase of the tender submission process (after the submission report is generated). Naturally these files become accessible to the Contracting Authority after the opening of the tender box.

## 10.2.15 Edit a draft tender response

In order to edit a draft tender previously saved as described above, you may follow the below steps:

- Access the “Tender” page through clicking on the “Tender” option in the “Show CfT Menu”.

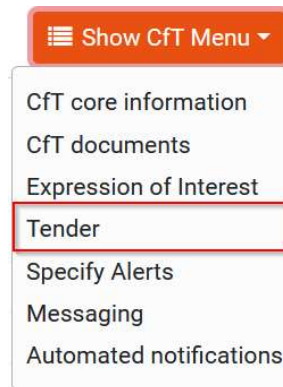


Figure 109: WebTPT - Access a draft tender response

- Select the saved tender response from the list of draft tenders. Click on the radio button next to the desired draft and click edit to proceed.

▼ List of draft Tenders

#	Name	Created by	Creation date	Last edited
<input checked="" type="radio"/> 1	tender response	Alex Galarian	2023/04/20 08:51:42	2023/04/20 08:52:16
<input type="radio"/> 2	tender response	new user new user	2023/04/20 09:14:55	2023/04/20 09:16:18

**EDIT**

Figure 110: WebTPT - List of draft tenders (created online)



**Please note that in case a second user (from a same organisation) needs for some reason to access a draft tender response prepared by another user (tender creator), he should locate the draft tender and select to “edit” it with the WEBTPT. As described in the above they can access the Tender Response Page, select the appropriate tender and edit it from there.**

## 10.2.16 Submitting a tender response

Once the user has responded to all the required questions (**100% complete**), they can submit their response on the eTenders platform by clicking on paper plane first then on the “Submit” icon.

Figure 111: WebTPT - Submit a tender response



**Once the tender has been submitted it will appear in the List of submitted tenders. Please ensure that all entries have a green tick. If any of the boxes do NOT show a green tick, there is something wrong with your tender submission. We advise that you contact the Supplier Helpdesk for assistance, as this will result in a failed tender submission.**

Cycle 1

List of submitted Tenders











	#	Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
<input type="checkbox"/>	1	galarian	tender response				000002698	20/04/2023 09:34:32				

Figure 112: WebTPT - List of submitted tenders

In addition, upon successful submission an email notification is dispatched to your email address. Please note that the email notification **simply acknowledges the receipt of the file** you submitted on the eTenders platform and it is not a confirmation of a correct tender submission. Even if the submitted file is non conformant, the automatic notification will be dispatched to your address if the documentation associated with the tender response is uploaded successfully so it is important to make sure your documentation is correctly uploaded.

Following the Submission, the tender appears in the List of Submitted Tenders, with a Tender Receipt ID. For a printout of the submitted tender, click on the .pdf icon available to the “View Tender” column.

### List of submitted Tenders

#	Submitted By	Name	View Tender	D/P receipt ID	D/P submission time	T/P receipt ID	T/P submission time	T/P conformance	Status	D/P match result	Received on Time
<input type="checkbox"/>	1	galarian	tender response 			000002698	20/04/2023 09:34:32				




 All items submitted/Hash match | 
  Additional items will be needed | 
  Missing items/Hash mismatch/Late Submission

Figure 113: WebTPT - Tender PDF – Hard copy of the submitted tender response

Please use the conformance checks and the .pdf printout of your submitted tender response to check that there is nothing wrong with your tender submission. The .pdf printout provides an opportunity for you to check that you have included responses to each question and attached files where required. Should you notice any missing / incorrect information or attachments within your response you must access the Tender Response Page to correct the issues as necessary and resubmit your tender response.



#### **IMPORTANT NOTE:**

**In order to ensure a successful Tender Submission, please pay attention that the visual indicator shows 100% Completion, before clicking on “Submit”.**

**After selecting “Submit” please check your tender conformance, which is confirmed by 5 green ticks in the above screen. Non-conformant tenders will not be accepted and are highlighted with 1 or more red ticks in the above screen.**



If the tender structure was set for an online evaluation and the tender is in “Tender Submission” phase, the Tender Coordinator (PO/TC user) has the option to modify the tender structure.

During modification the tender submission will be paused until it is again “saved as Final”.

In such case where the tender structure is being modified by the Procurement Officer and during the above modification period, the supplier that will try to submit their tender will see the following message: *"The particular Tender Structure for this call for tender is being modified, thus the submission of tenders has paused. You will be able to submit your tender once the new Tender Structure is available. Thank you in advance"*.



**The supplier that already submitted a tender response will receive two automated notification emails:**

**1. When the PO/TC (Tender Coordinator) edits the tender structure:**

*"Tender submissions are currently Paused*

*The submission of the tenders for CFT entitled XXX has paused. A new Tender Structure will be available soon. The tenders you have already submitted will be considered invalid. You will be able to re- submit your tender once the new Tender Structure is available"*.

**2. When the PO/TC saves the tender structure as final:**

*"Tender submissions have now resumed*

*The submission of the tenders for CFT with entitled xxx has resumed. There is a new Tender Structure available. In case you have already submitted a tender, you will have to remove it and then prepare and submit a new one based on the updated Tender Structure"*.

## 11 Electronic Auctions

The eAuction module provides all necessary functionality for the Economic Operators to participate in a live auction event for a particular Call for Tender. In order to participate in the auction events, the Economic Operators must be invited by the Contracting Authority user who coordinates the specific Call for Tender.

### 11.1 Participation in an eAuction event

In order to respond to an eAuction invitation the user needs to select the task **“Respond to They can access the Tender Response Page, select the appropriate tender and edit it from there eAuction Invitation”** available to their list of tasks.

Task List

10 Results Per page | Displaying all 2 matches.

Title ▲▼	ID ▲▼	Task ▲▼	Deadline ▲▼	Estimated Value ▲▼	Assigner ▲▼
Procurement for Building construction to host information technology systems	116338	Respond e-Auction Invitation	No deadline is associated with this task	100,000	

Figure 114: Respond to an eAuction invitation

The user has the option to **“I Accept to participate in the eAuction event”** or to **“I Decline to participate in the eAuction event”**. The system informs the user regarding acceptance/rejection decision.

Accept/decline e-Auction invitation

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS Show CFT Menu

E-AUCTION:31849

Answer e-Auction Invitation : ☒ I accept to participate in the e-Auction event ☐ I decline to participate in the e-Auction event

CANCEL SUBMIT

Figure 115: Accept an invitation to participate in an eAuction event

e-Auction invitation acceptance results

CFT: PROCUREMENT OF HOSPITAL INFORMATION SYSTEM FOR CROYDON UNIVERSITY HOSPITAL Show CFT Menu

E-AUCTION:31540 ORGANISATION NAME :HELCO GROUP S.A.

**e-Auction Invitation Status**

Your organisation has accepted the e-Auction invitation

Enter e-Auction room

Figure 116: eAuction invitation acceptance results (accepted invitation)

Accept/decline e-Auction invitation

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS Show CFT Menu

E-AUCTION:31849

Answer e-Auction Invitation : ☐ I accept to participate in the e-Auction event ☒ I decline to participate in the e-Auction event

CANCEL SUBMIT

Figure 117: Decline an invitation to participate in the eAuction event

e-Auction invitation acceptance results

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS Show CFT Menu

E-AUCTION:31849 ORGANISATION NAME :HELCO3

**e-Auction Invitation Status**

Your organisation has declined the e-Auction invitation, or the e-Auction has finished, or you do not have the rights to access the e-Auction

Figure 118: eAuction invitation acceptance results (declined invitation)



**It is important that the user accepts the invitation at least 30 minutes before the eAuction start date, otherwise they will not be able to accept the invitation and participate in the eAuction's event. The start date of the auction is available in the Auction's details.**

In order to participate in the auction event, the user needs to enter the eAuction room. This functionality is accessible from the “eAuctions” option of the “Show Cft Menu”.

Show Cft Menu

- Cft core information
- Cft documents
- Tender
- Withdraw Eol
- e-Auctions
- Specify Alerts
- Messaging
- Automated notifications

Figure 119: “eAuctions” option in the “Show Cft Menu”

A list with all eAuction events scheduled for the particular Call for Tender will be displayed to the user. For each Lot contained in the Call for Tender a separate eAuction event will be held. The list contains detailed information regarding the event. In particular, the eTenders platform facilitates the display of information such as the type of event, whether the event is official or practice (i.e. dummy) and the starting date for the event.

List of e-Auctions related to Cft						
CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS						Show CFT Menu
List of e-Auctions						
Lot Reference Id	Lot Name	e-Auction Id	Type	Official / Dummy	e-Auction Start Date	
N/A	N/A	116617	Round-based	Official	2023/04/20 16:00:00	<a href="#">Respond e-Auction Invitation</a>

Figure 120: List of eAuctions related to a Call for Tender

Selecting the “eAuction Id” allows the user to preview all details of the event while selecting the “Enter eAuction Room” link allows the user to enter the eAuction room which provides all the bidding functionality.

e-Auction detailed information

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS

Show CFT Menu

E-AUCTION ID : 116617 (OFFICIAL)

E-AUCTION TYPE :	Round-based
E-AUCTION EVALUATION METHOD:	Best Price-Quality Ratio
E-AUCTION STATUS:	Pending
NUMBER OF ROUNDS :	2
DURATION OF ROUND (MINUTES):	3
TIME INTERVAL BETWEEN ROUNDS (MINUTES):	2
BID SUBMISSION TYPE :	Overall
THE E-AUCTION START DATE :	2023/04/20
AUCTION CURRENCY :	EUR
E-AUCTION BIDDING VISIBILITY :	Bidder's previous bid score - Bidder's all previous bid scores
GENERAL EVENT INSTRUCTIONS :	TEST.docx

E-AUCTION ROUNDS

Sequence number	Round ID	Round status	Start date
1	116619	Pending	2023/04/20 16:00:00
2	116620	Pending	2023/04/20 16:05:00

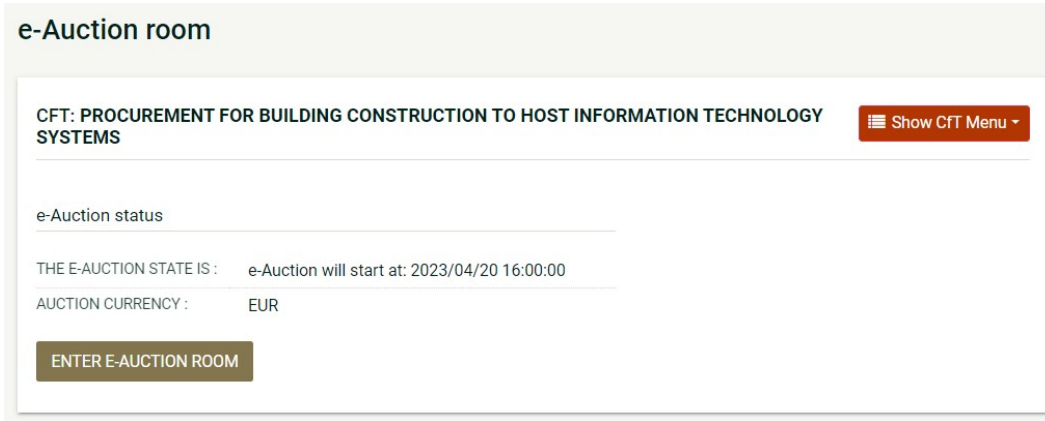
Figure 121: Detailed information regarding the eAuction event

The detailed view of the eAuction event provides the following information:

1. The type of the eAuction:
  - a. **Rounds:** The Economic Operators compete based on a number of rounds (each participant can provide a single bid for each round)
  - b. **Time:** The Economic Operators compete based on a certain time period (each participant can provide any number of bids within the specified period)
  - c. **Combination:** The Economic Operators compete based on rounds with a certain duration (each participant can provide any number of bids within each round)
2. The evaluation method: Price/Cost Effectiveness or Best Price-Quality Ratio
3. Status of the auction
4. Number of rounds and duration of each round
5. Duration of the interval between the rounds
6. Use of automated extensions
7. Maximum number of automated extensions
8. Duration of each extension
9. The time period before the end of the event by which, if a bid is received, an extension will be triggered
10. Scheduled date of the eAuction
11. Currency of the eAuction
12. Bid visibility option determines what information will be disclosed to the bidders during the auction
  - a. **Rank sealed:**
    - i. bidder's previous bid,
    - ii. a list with all previous bids submitted by the bidder,
    - iii. the best bid submitted out of all supplier bids,
    - iv. the next possible bid of the bidder.
  - b. **Limited visibility:**
    - i. bidder's previous bid,
    - ii. a list with all previous bids submitted by the bidder,
    - iii. the best bid submitted out of all supplier bids,
    - iv. the next possible bid of the bidder,
    - v. bidder's relative ranking
  - c. **Full visibility:**
    - i. bidder's previous bid,
    - ii. a list with all previous bids submitted by the bidder,
    - iii. the best bid submitted out of all supplier bids ,
    - iv. the next possible bid of the bidder
    - v. bidder's relative ranking
    - vi. all bids placed by all suppliers
    - vii. latest bids placed by each supplier
  - d. **Manual settings:**
    - i. bidder's previous bid,
    - ii. a list with all previous bids submitted by the bidder,
    - iii. any option from iii to vii appeared in full visibility mode

## 11.2 Submission of an offer

Access to the eAuction room will be enabled only at the commencement date and time specified for the event. The user needs to select the button “**ENTER eAUCTION ROOM**” to access the eAuction room.



**e-Auction room**

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS Show CFT Menu ▾

e-Auction status

THE E-AUCTION STATE IS : e-Auction will start at: 2023/04/20 16:00:00

AUCTION CURRENCY : EUR

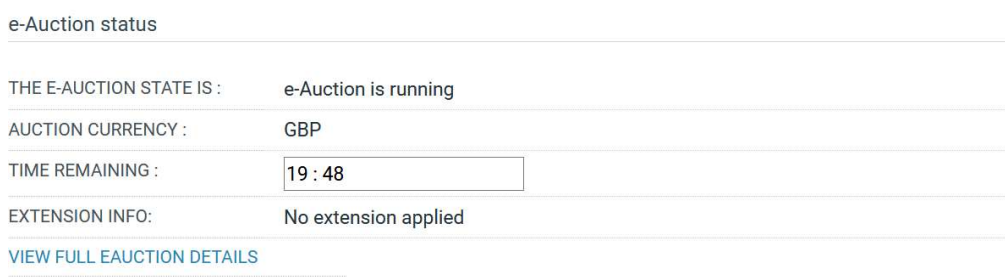
**ENTER E-AUCTION ROOM**

Figure 122: eAuction status

The eAuction room provides all functionality for placing a bid for events containing only financial criteria (i.e. the evaluation mechanism is specified as being **Price/Cost Effectiveness**) or combination of financial and criteria specified in the technical envelope (i.e. the evaluation mechanism is specified as being **Best Price-Quality Ratio**).

In both cases the user can visualise the following information at the top of the page:

- The eAuction state (status, round, etc.)
- The eAuction currency
- Remaining time until the end of the eAuction/ round
- Information regarding potential extensions
- EAuction details available through “View full eAuction details” link



**e-Auction room**

CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS Show CFT Menu ▾

e-Auction status

THE E-AUCTION STATE IS : e-Auction is running

AUCTION CURRENCY : GBP

TIME REMAINING : 19 : 48

EXTENSION INFO: No extension applied

[VIEW FULL EAUCTION DETAILS](#)

Figure 123: eAuction room, main information regarding the eAuction

## 11.2.1 Placing a bid in a Price/Cost Effectiveness based auction

In this type of events the bidding is performed only on the associated financial criteria. The system lists all the participating financial criteria. The user provides their financial bid in all participating criteria (i.e. “**Cost of Consulting**” and “**Cost of Training**”) and then selects the “**SUBMIT BID**” button to submit the bid in the system.

e-Auction room

CFT: PROCUREMENT OF HOSPITAL INFORMATION SYSTEM FOR CROYDON UNIVERSITY HOSPITAL

e-Auction status

THE E-AUCTION STATE IS :

e-Auction is running

AUCTION CURRENCY :

GBP

TIME REMAINING :

18 : 34

EXTENSION INFO:

No extension applied

[VIEW FULL EAUCTION DETAILS](#)

Bidding information

CURRENT BEST BID

1500000.00

NEXT POSSIBLE BID

1499000.00

MINIMUM BID DIFFERENCE

1000

MY PREVIOUS BID

1500000.00

CURRENT RANKING

1

[VIEW MY BID HISTORY](#)

Financial

CRITERIA: Economic Operator ( )

Total of financial offer▶

Total Financial Prices

Economic Operator value ( )

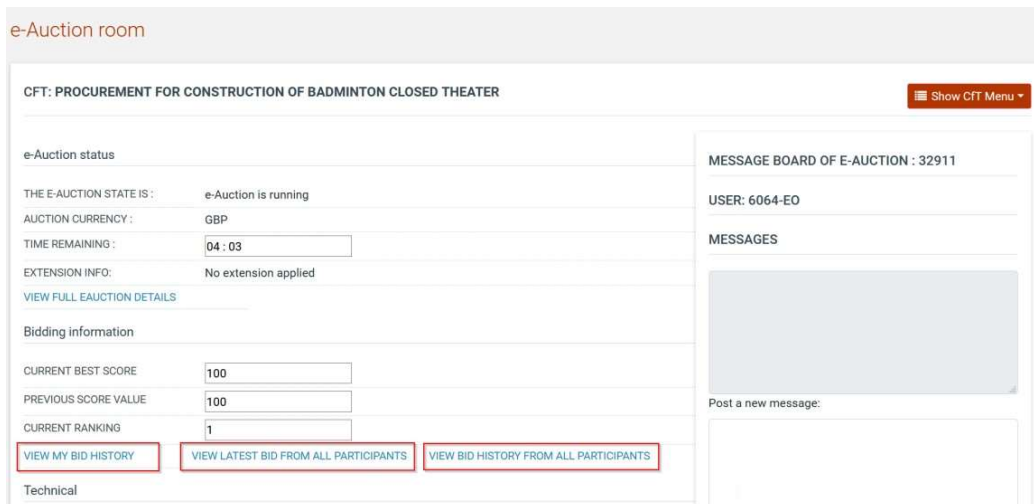
Overall1,500,000.00

SUBMIT BID

Figure 124: Submit a Price/Cost Effectiveness bid

In addition to the information described above, the following information fields are displayed in Price/Cost Effectiveness eAuctions:

- **Current best bid:** The lowest bid submitted
- **Next possible bid:** A suggestion of the total value of the next bid in order to rank at the first position
- **Minimum Bid difference.** The minimum allowed bid difference
- **My previous bid.** The value of the last bid depending on the visibility settings the following additional information are displayed
- **Current ranking:** An indication on the user's ranking based on the latest valid bid submitted
- **View my bid history:** a popup enlisting all valid bids submitted by the current user appears
- **View latest bid from all participants:** a popup showing the latest valid bid from all users that participate the current eAuction
- **View bid history from all participants:** a popup presenting all the valid bid submitted by all participants



The screenshot shows the 'e-Auction room' interface for a procurement titled 'CFT: PROCUREMENT FOR CONSTRUCTION OF BADMINTON CLOSED THEATER'. The interface is divided into several sections:

- e-Auction status:**
  - THE E-AUCTION STATE IS: e-Auction is running
  - AUCTION CURRENCY: GBP
  - TIME REMAINING: 04:03
  - EXTENSION INFO: No extension applied
  - [VIEW FULL EAUCTION DETAILS](#)
- Bidding information:**
  - CURRENT BEST SCORE: 100
  - PREVIOUS SCORE VALUE: 100
  - CURRENT RANKING: 1
  - Three buttons are visible at the bottom of this section: [VIEW MY BID HISTORY](#), [VIEW LATEST BID FROM ALL PARTICIPANTS](#), and [VIEW BID HISTORY FROM ALL PARTICIPANTS](#).
- Message Board:**
  - MESSAGE BOARD OF E-AUCTION : 32911
  - USER: 6064-EO
  - MESSAGES: (Empty box)
  - Post a new message: (Input field)
- Technical:** (Section header at the bottom left)

Figure 125: View bid history

The section “User” provides ranking information during the bidding process. The displayed information depends on the eAuction visibility criteria which are specified by the Procurement Officer Tender Coordinator.



The system prompts the user to confirm the submission of their bid. Selecting the “**OK**” button will submit the bid in the platform while, the “**Cancel**” button will cancel the operation.

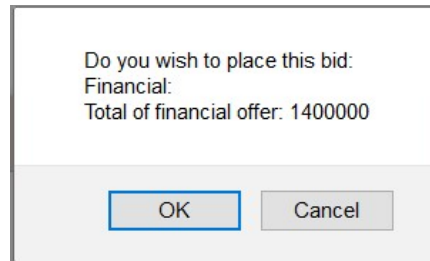


Figure 126: Confirm submission of bid (Price/Cost Effectiveness based auction)

If the bid is valid, an acceptance message will be displayed. The acceptance message contains the unique “**Bid Receipt Id**” and the unique “**Bid Hash**”.

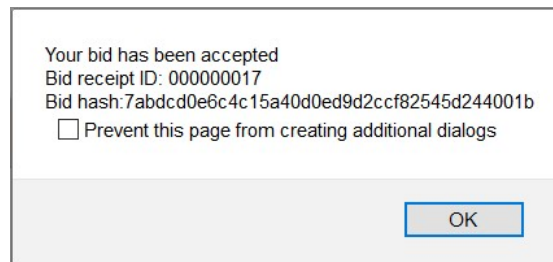


Figure 127: Acceptance message (Price/Cost Effectiveness based auction)

Depending on the bid visibility option, the user can view a list with:

- All the bids submitted by the user

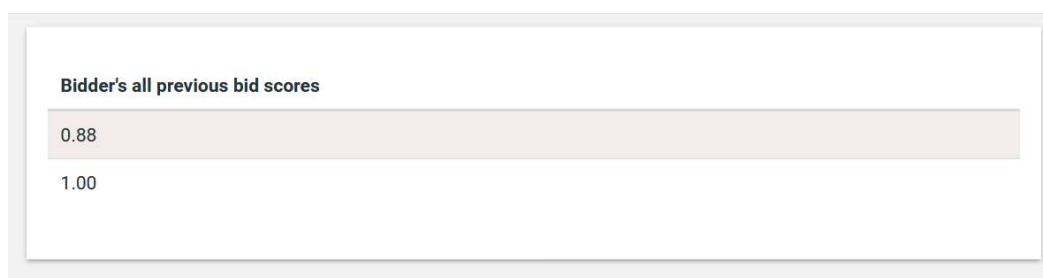
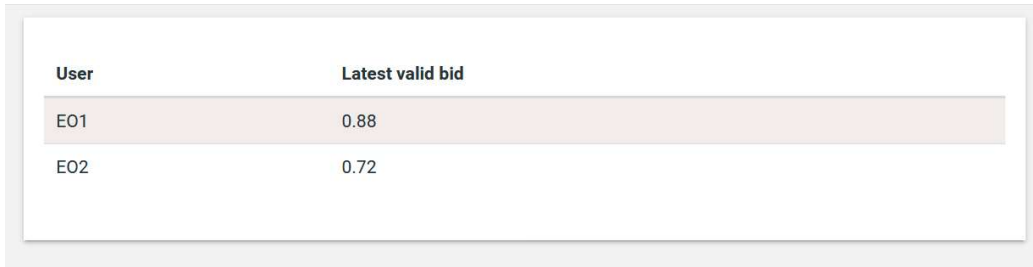


Figure 128: Bidder’s all previous bid scores

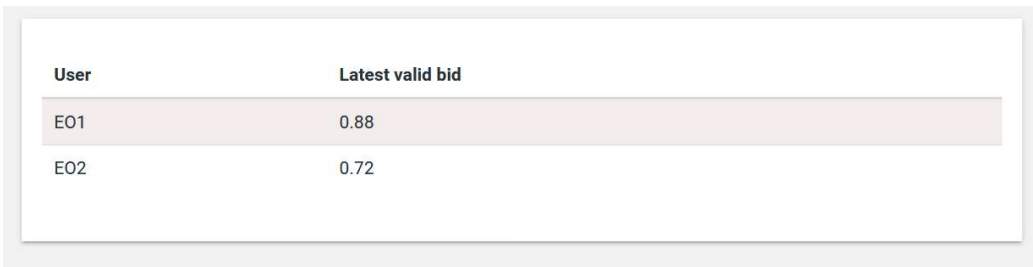
- The latest bid from all participants



User	Latest valid bid
E01	0.88
E02	0.72

Figure 129: Latest valid bid from all participants

- The bids submitted by all participants



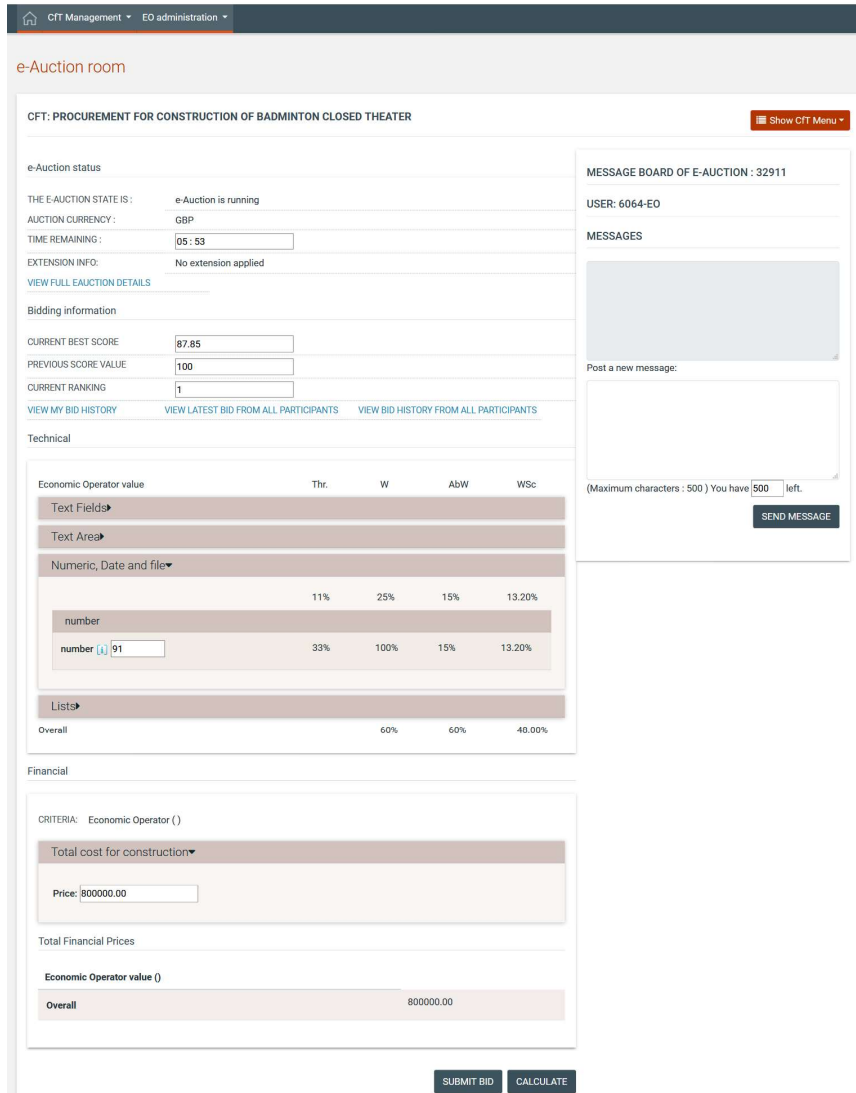
User	Latest valid bid
E01	0.88
E02	0.72

Figure 130: Latest valid submitted bid

## 11.2.2 Placing a bid on a Best Price-Quality Ratio based auction

In this type of events the bidding is performed not only on the associated financial criteria contained within but also on the technical envelope of the tender.

The platform lists all participating criteria; financial and non-financial. The user provides their bid for all financial (i.e. **“Cost of Consulting”** and **“Cost of Training”**) and for all non-financial criteria (**“Number of Departments participating in the project”** and **“Number of consultants working on the project”**). The user selects the **“SUBMIT BID”** button to submit the bid in the system.



**e-Auction room**

CFT: PROCUREMENT FOR CONSTRUCTION OF BADMINTON CLOSED THEATER Show CFT Menu

**e-Auction status**

THE E-AUCTION STATE IS: e-Auction is running

AUCTION CURRENCY: GBP

TIME REMAINING: 05:53

EXTENSION INFO: No extension applied

[VIEW FULL EAUCTION DETAILS](#)

**Bidding information**

CURRENT BEST SCORE: 87.85

PREVIOUS SCORE VALUE: 100

CURRENT RANKING: 1

[VIEW MY BID HISTORY](#) [VIEW LATEST BID FROM ALL PARTICIPANTS](#) [VIEW BID HISTORY FROM ALL PARTICIPANTS](#)

**Technical**

Economic Operator value	Thr.	W	AbW	WSc
Text Fields				
Text Area				
Numeric, Date and file				
number	11%	25%	15%	13.20%
number (U) 91	33%	100%	15%	13.20%
Lists				
Overall		60%	60%	48.00%

**Financial**

CRITERIA: Economic Operator ( )

Total cost for construction

Price: 800000.00

**Total Financial Prices**

Economic Operator value ( )	
Overall	800000.00

[SUBMIT BID](#) [CALCULATE](#)

**MESSAGE BOARD OF E-AUCTION : 32911**

USER: 6064-EO

**MESSAGES**

Post a new message:

(Maximum characters : 500 ) You have 500 left.

[SEND MESSAGE](#)

Figure 131: Submit a Best Price-Quality Ratio bid

The system prompts the user to confirm the submission of their bid. Selecting the button **“OK”** will submit the bid in the platform while, the button **“Cancel”** will cancel the operation.

If the bid is valid, an acceptance message will be displayed. The acceptance message contains the unique **“Bid Receipt Id”** and the unique **“Bid Hash”**.

If the bid is not valid, an error message will be displayed to the user. The error message will describe why the bid has not been registered in the system.

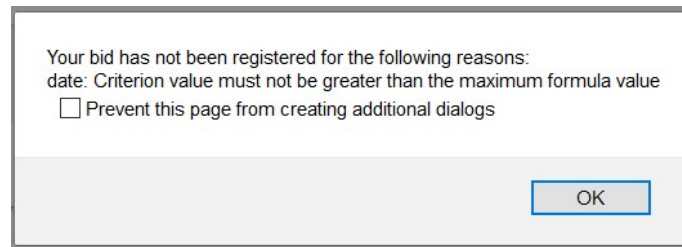



Figure 132: Bid has been rejected

For the technical criteria participating in the eAuction process, the user can preview the criterion details by selecting the “” icon (displayed next to the criterion description). The system prompts the user to confirm the submission of their bid. Selecting the button “**OK**” will submit the bid in the platform while, the button “**Cancel**” will cancel the operation.

Depending on the bid visibility option, the user can view a list with:

- All the bids submitted by them
- The latest bid from all participants
- The bids submitted by all participants

Bidder's all previous bid scores	
	0.84
	1.00

Figure 133: Bidder's all previous bid scores

User	Latest valid bid
E01	1.00
E02	0.36

Figure 134: Bidders latest bid score

User	Valid Bid
E01	0.87
E01	1.00
E01	1.00
E01	1.00
E01	1.00
E02	0.43
E02	0.36

Figure 135: Bidders all previous bid scores

### 11.2.3 Extensions

Automated extensions are enabled by the Procurement Officer Tender Coordinator during the creation of an eAuction event. Information regarding the use of automated extensions is available for the user when previewing the detailed information of the eAuction event. The following information fields are available to the user:

- Maximum number of automated extensions
- Duration of each extension round
- Time before the end of eAuction when extension is possible

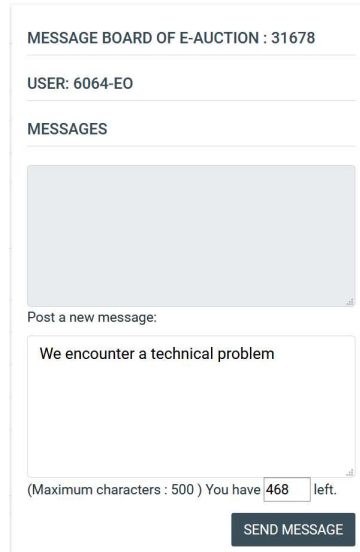
ENABLE AUTOMATED EXTENSIONS :	Yes
MAXIMUM NUMBER OF AUTOMATED EXTENSIONS :	2
DURATION OF EXTENSION (MINUTES):	2
TIME BEFORE THE END OF E-AUCTION WHEN EXTENSION IS POSSIBLE (MINUTES):	1

Figure 136: Detailed information regarding automated extensions

During the bidding process, the user can see if an extension has been applied. When an extension is applied, the platform displays the extension number and the end time and date of the extension.

## 11.3 eAuction Message Board

The eAuction module provides a message board functionality for the prompt communication between Economic Operators and the administrator of the eAuction.



MESSAGE BOARD OF E-AUCTION : 31678

USER: 6064-EO

MESSAGES

Post a new message:

We encounter a technical problem

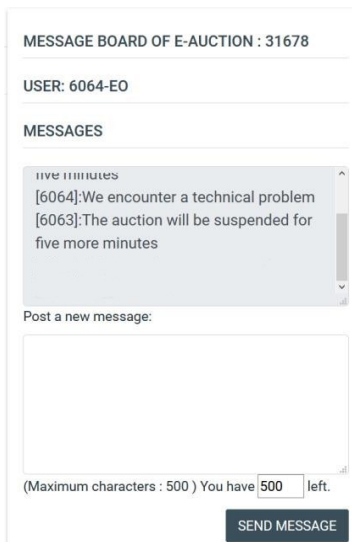
(Maximum characters : 500 ) You have 468 left.

SEND MESSAGE

Figure 137: eAuction message board

The upper part of the message board displays all messages posted by participating Economic Operators and also the messages/replies posted by the eAuction Administrator.

In order to post a message the user fills the “**Post a new message**” section and then, clicks on the “**SEND MESSAGE**” button to post the message on the board.



MESSAGE BOARD OF E-AUCTION : 31678

USER: 6064-EO

MESSAGES

five minutes  
[6064]:We encounter a technical problem  
[6063]:The auction will be suspended for five more minutes

Post a new message:

(Maximum characters : 500 ) You have 500 left.

SEND MESSAGE

Figure 138: Posting a message on the message board

## 11.4 Preview of a completed eAuction

At the end of all the eAuction rounds, the platform will present the details regarding the bidding activities of the Economic Operator (for example “**Best Overall Bid Per Round**”). The platform will display the auction detailed information.

### e-Auction detailed information

**CFT: PROCUREMENT FOR BUILDING CONSTRUCTION TO HOST INFORMATION TECHNOLOGY SYSTEMS**

[Show CFT Menu](#)

E-AUCTION ID : 117112 (OFFICIAL)

E-AUCTION TYPE :	Round-based
E-AUCTION EVALUATION METHOD:	Best Price-Quality Ratio
E-AUCTION STATUS:	Closed
NUMBER OF ROUNDS :	2
DURATION OF ROUND (MINUTES):	5
TIME INTERVAL BETWEEN ROUNDS (MINUTES):	3
BID SUBMISSION TYPE :	Overall
THE E-AUCTION START DATE :	2023/04/21
AUCTION CURRENCY :	EUR
E-AUCTION BIDDING VISIBILITY :	Bidder's previous bid score - Bidder's all previous bid scores
GENERAL EVENT INSTRUCTIONS :	<a href="#">TEST.docx</a>

E-AUCTION ROUNDS

[VIEW SUPPLIER REPORT](#)

Sequence number	Round ID	Round status	Start date
1	117114	Closed	2023/04/21 15:00:00
2	117115	Closed	2023/04/21 15:08:00

Figure 139: eAuction detailed information



In order to view the bidding results, the user needs to select the “**VIEW SUPPLIER REPORT**” button.

The platform will provide the following information to participating Economic Operator:

- Winning bid of the eAuction
- Ranking of the Economic Operator
- Best bid of the Economic Operator
- Detailed information for all received bids from the Economic Operator
- Ranking information per round
- Several eAuction charts
- Bid details

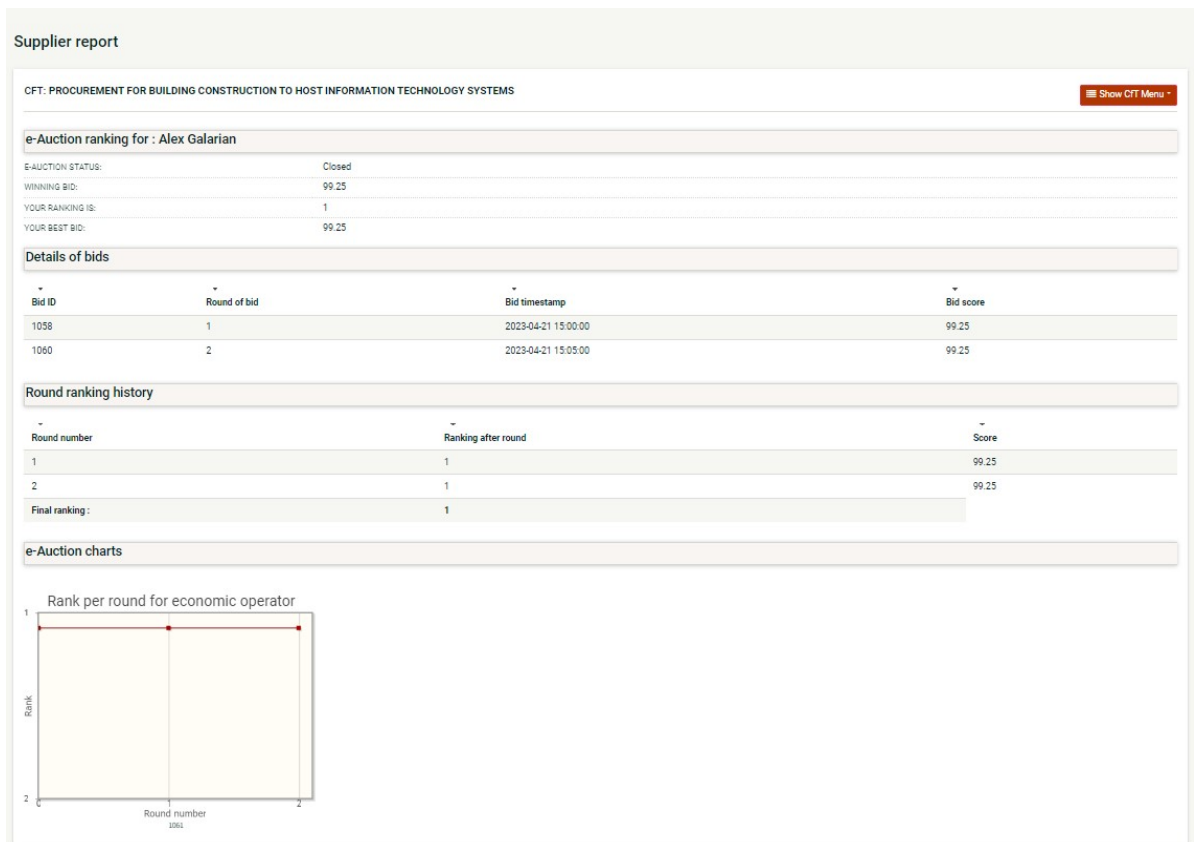


Figure 140: Bid information

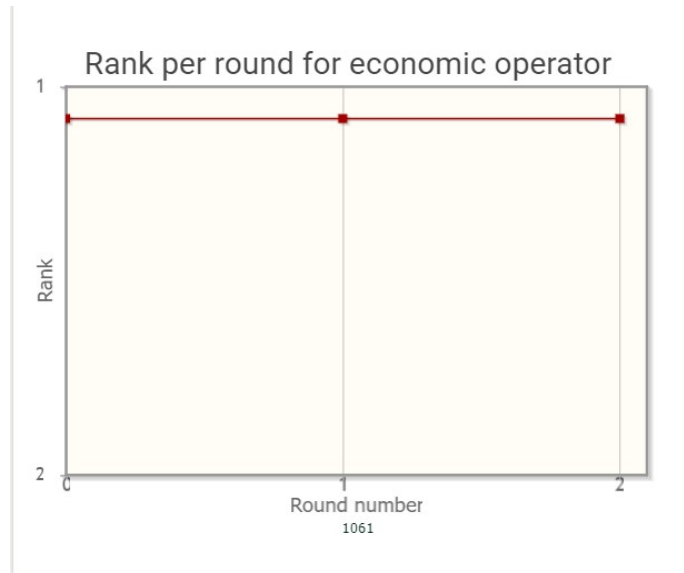


Figure 141: Rank per Round for EO

## 12 ESPD

The user (EO admin) can manage the ESPD in their own organisation. The user can create an ESPD response for their organisation by clicking on the ESPD button in “**View Organisation**” page.



Figure 142: ESPD option on “View Organisation” page

The new section displays the options that are related to the ESPD. The system displays the existing (if any) ESPD documents as a list and provides the options either to create a new ESPD response or to upload a new document from local storage.



Figure 143: ESPD section

Furthermore the eTenders platform provides the possibility for the user to edit their own organisation by clicking the “Edit Organisation” tab. The user creates a new ESPD response and provides a logical title for the new document.



Figure 144: Create new ESPD response

The eTenders platform displays the ESPD structure and may provide additional details for the organisation retrieved from eTenders platform. The sections follow a hierarchical structure, starting with high-level section flows. These high-level sections in turn call sub-sections or invoke individual tasks.

Figure 145: ESPD processes flow

The user finalises the response upon reaching the “**Finish**” tab by clicking on option “**Preview & Save**” where the user can preview the whole document. Then the user can either **save** the ESPD response or **cancel** the procedure and the system will redirect the user to the preview tab (Figure 146: ESPD response added).

Figure 146: ESPD response added

## 13 Contract Awarding

If the Economic Operator is awarded a contract the **“Reply to contract award”** task will appear in the user’s task list.

**Task List**

10 Results Per page | Displaying the 1 match.

Title ▲▼	ID ▲▼	Task ▲▼	Deadline ▲▼	Estimated Value ▲▼	Assigner ▲▼
Construction of roads5	103846	Reply to contract award	No deadline is associated with this task	100,000	

Figure 147: Reply to contract award task

The user has the option to accept or decline the award. In case the award is declined, a mandatory reason must be provided in the available text area.

**Contract Award**

CFT: CONSTRUCTION OF ROADSS Show CFT Menu ▼

Accept/Reject Contract Award

Do you accept the contract award? \*

☒ Accept ☐ Decline

If the award is declined, please provide a reason.

SUBMIT CANCEL

Figure 148: Accept contract award

**Contract Award**

CFT: CONSTRUCTION OF ROADSS Show CFT Menu ▼

Accept/Reject Contract Award

Do you accept the contract award? \*

☐ Accept ☒ Decline

If the award is declined, please provide a reason.

SUBMIT CANCEL

Figure 149: Decline contract award

## 13.1 View Contracts

After the Economic Operator has accepted the contract, a new contract workspace is created in the system and the user can access it by clicking on the main menu, on tab “**EO administration**” tab and selecting the “**My Contracts**” label in the dropdown options.



Figure 150: Access “My Contracts”

Alternatively, the contract can be accessed by clicking “**advanced search**” button and selecting **Contracts** and filling some of the respective search fields in order to retrieve the contract record of interest.

A screenshot of a web application's 'Advanced Search' form for 'Contracts'. The form is titled 'Advanced Search for Contracts' and contains various search criteria fields. The fields are organized into two columns. The left column includes fields for 'Workarea Name', 'Contract Title', 'Internal Reference', 'Contract Number', 'CPV codes', 'Supplier Organisation', 'Procedure', 'Status', and 'Actual start date'. The right column includes fields for 'Description', 'Contracting Authority', 'CIT Resource ID', 'Contract Owner', 'Location of Services/Works', 'Contract type', 'Contract Value', and 'Contract Expiry date'. There are also date range selectors for 'Actual start date' and 'Contract Expiry date'. At the bottom right, there are buttons for 'CANCEL', 'CLEAR', and 'SEARCH'.

Figure 151: Advanced Search for “Contracts”

The user can access the list of all contracts under their organisation (for which they are granted access) and view the details of every contract. The user is able to see the “**Contract Title**”, the “**Contract Number**” that the system has provided, the “**Actual start date**” of the contract, the “**Contract Expiry date**”, and the “**Contract Value**” which displays the contract value agreed between the Economic Operator and the Contracting Authority. Finally the user can access a specific contract document by clicking on the contract title displayed in the following figure.

**My Contracts**

100 ▾ Results Per page | Displaying all 64 matches. < > >>

Contract Title ▾	Contract Number ▲▼	Actual start date ▲▼	Contract Expiry date ▲▼	Contract Value ▲▼
test	103605	24/04/2023		100000.00
Procurement of office supplies	104102	14/04/2023		70000.00
Procurement of office supplies	104656	21/04/2023		70000.00
Procurement of computers	104896	25/05/2023		110000.00
Procurement of computers	105047	25/05/2023		110000.00
purchase of Bridge	41915	20/02/2023	31/08/2023	70000.00

Figure 152: My Contracts List

## Contract

### CONTRACT: PROCUREMENT OF OFFICE SUPPLIES

Show Contract Menu ▾

COMPETITION DETAILS:	Competition details
SUPPLIER ORGANISATION ID:	1061
SUPPLIER ORGANISATION:	bas Group
CONTRACTING AUTHORITY:	Ministry of Health
STATUS:	Current
CONTRACT TITLE:	Procurement of office supplies
DESCRIPTION:	Procurement of office supplies for the ministry of Health
INTERNAL REFERENCE:	
CONTRACT DURATION:	12
CONTRACT EXPIRY DATE:	
EXTENTION DURATION:	
PROPOSED SIGNING DATE:	
PLANNED START DATE:	07/04/2023
REVIEW DATE:	
ACTUAL START DATE:	14/04/2023
CONTRACT TYPE:	A Public Contract
CONTRACT VALUE:	70000.00
DRAWDOWN MECHANISM:	
EVALUATION MECHANISM:	Best Price-Quality Ratio
PROCEDURE:	Open
PROCUREMENT TYPE:	Services
CONTRACT AWARDED IN LOTS:	true
LOCATION OF SERVICES/WORKS:	
TENDER COMPETITION PLATFORM:	
CONTRACT MANAGER/REPRESENTATIVE NAME & CONTACT:	Alex Galarous

Figure 153: Contract Main page

## 13.2 Contract Documents

From the main page of the Contract, the user can also access the Contract documents (if any) from the contract menu button on top right corner. This allows the user to download any contract documents for the contracts that the user has access to.



Figure 154: Contract Menu functionality

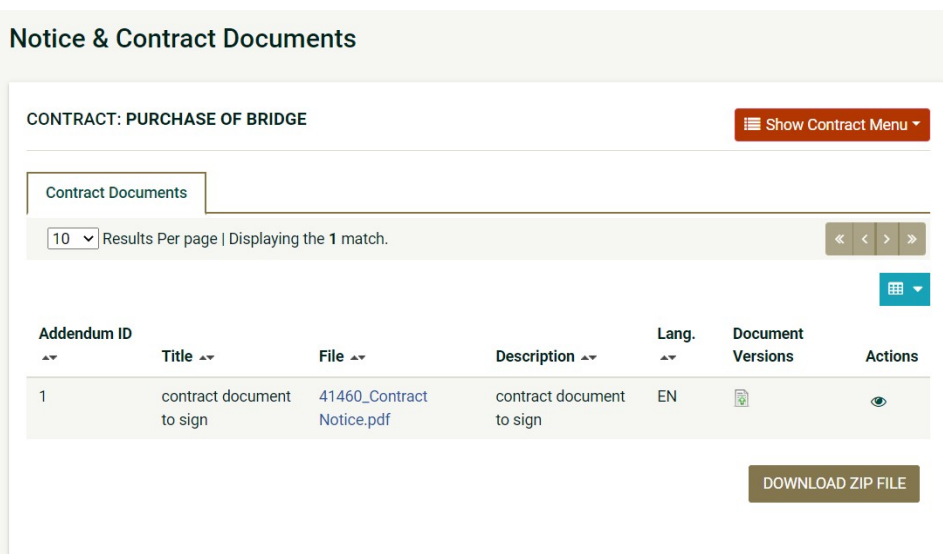


Figure 155: Contract Documents

The user accesses the contract documents, uploaded from contracting authority where the following information columns are displayed:


- Addendum ID: the documents identifier given by the system (starts from 1 on each document).
- Title: the name of the document.
- File: the name of the uploaded file.
- Description: description of the document provided from Contraction Authority.
- Lang: notice of the language of the document.

The user can download all the existed documents with their attachments from the list, by clicking the "DOWNLOAD ZIP FILE" button in the bottom right corner.



## 14 Additional Functionality

### 14.1 Inserting Common Procurement Vocabulary Codes (CPV)

In order to insert a Common Procurement Vocabulary (CPV) code, the platform provides a code selector functionality accessible when the user selects the search  icon next to the “CPV Codes of interest” field:

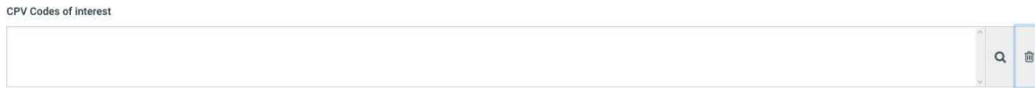




Figure 156: CPV codes field

In the CPV code selection window, the following functionality is provided:

1. Select a CPV code from the main CPV window:
  - A detailed presentation of all codes in the tree hierarchy is enabled by using the  and  buttons.

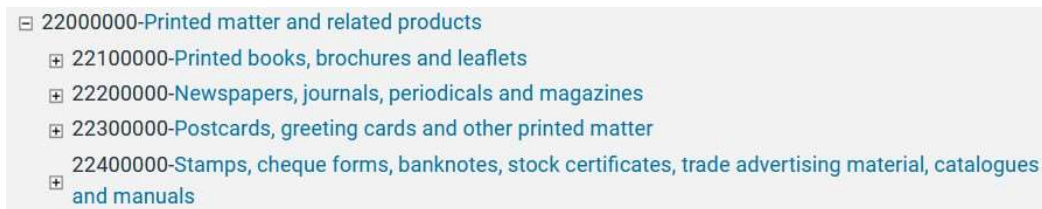





Figure 157: Hierarchical structure of CPV codes

- Double clicking on a CPV code adds it to the list of the selected items:
  - All selected codes are included in the selected items window
  - Functionality is provided to define the presentation order of several CPV codes by using buttons  and . In addition the user can delete a selected CPV code by using the  button

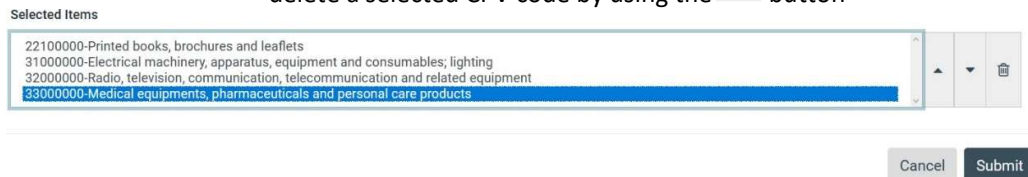


Figure 158: Selected CPV codes

2. The user can use the search functionality of a CPV code:

- The user provides the title or the number of the code (entire or partial description) in the search field.
- The user selects the “**Search**” button.
- The results are displayed in the search results panel. Selecting a CPV code and clicking on the “**Add to the List**” button will include the CPV code in the selected items.

Search

information

Search results

- 32562100-Optical-fibre cables for information tra
- 35261000-Information panels**
- 37482000-Sports information billboards
- 38221000-Geographic information systems (GIS
- 39294100-Information and promotion products
- 42965000-Information-processing equipment

+Add to list Synchronise List

Figure 159: CPV search functionality

Finally, the user clicks on the “**SUBMIT**” button to submit the selected codes to the application. All selected codes are, then, presented in the corresponding field.

Search

information

Search results

- 35261000-Information panels**
- 35261000-Information panels
- 37482000-Sports information billboards
- 38221000-Geographic information systems (GIS
- 39294100-Information and promotion products
- 42965000-Information-processing equipment

+Add to list Synchronise List

Selected Items

- 31000000-Electrical machinery, apparatus, equipment and consumables; lighting
- 32000000-Radio, television, communication, telecommunication and related equipment
- 33000000-Medical equipments, pharmaceuticals and personal care products
- 35261000-Information panels**
- 33100000-Medical equipments

Cancel Submit

Figure 160: Selection of CPV codes

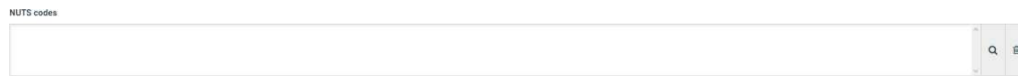
CPV Codes of interest

- 22100000-Printed books, brochures and leaflets
- 31000000-Electrical machinery, apparatus, equipment and consumables; lighting
- 32000000-Radio, television, communication, telecommunication and related equipment
- 33000000-Medical equipments, pharmaceuticals and personal care products

Figure 161: Submitted CPV codes

## 14.2 Insert Nomenclature of Territorial Units for Statistics Codes

In order to insert a code for the Nomenclature of Territorial Units for Statistics Codes (NUTS), a code selector functionality is also provided and accessible to the user, by selecting the search icon next to the NUTS field:



A screenshot of a text input field labeled 'NUTS codes'. To the right of the field is a search icon (magnifying glass) and a small square button with a list icon.

Figure 162: NUTS codes field

In the NUTS selection window, the following functionality is provided:

1. Select a NUTS code from the main NUTS window.
  - A detailed presentation of all codes in the tree hierarchy is possible using The + & - buttons.

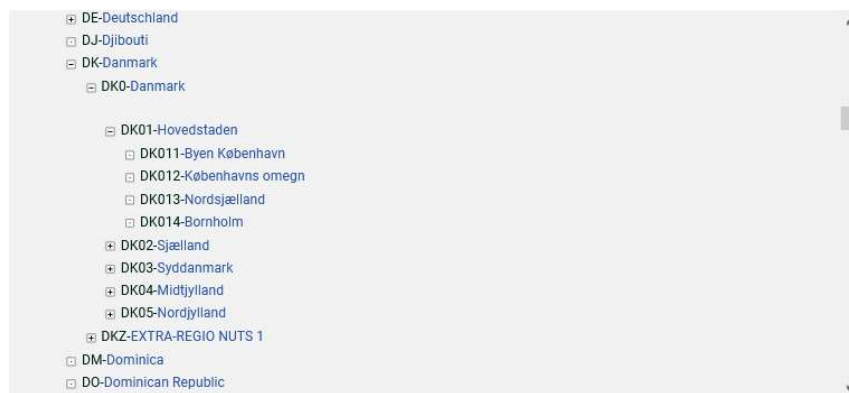



Figure 163: Hierarchical structure of NUTS codes

- Double clicking on the NUTS code adds it to the list of the selected items. The user can delete a selected NUTS code using the “” button.



A screenshot of a 'Selected Items' field. It contains a single entry 'UKI' highlighted in blue. To the right of the field are three buttons: an up arrow, a down arrow, and a trash icon.

Cancel Submit

Figure 164: Selected NUTS code

2. The user can use the search functionality of a NUTS code:

- The user provides the title or the number of the code (entire or partial description) in the search field.
- The user clicks on the “**SEARCH**” button.
- The results are displayed in the search results window. Selecting a NUTS code and selecting the button “**Add to the List**” will include the NUTS code in the selected items.

Search

Figure 165: NUTS search functionality

Figure 166: Selection of NUTS codes

Finally, the user clicks on the “**SUBMIT**” button to submit the selected codes to the application. All selected codes are then inserted in the corresponding field.

Figure 167: Submitted NUTS code

## 15 Helpdesk contact details

SUPPLIER helpdesk contact details	
Email address	irish-eproc-helpdesk@eurodyn.com
Telephone	<b>+353 818001459</b>

**-END OF DOCUMENT-**