



# Better Training for Safer Food *Initiative*

eSubmission  
presentation

**BTSF**

**BTSF INFO DAY 2020**  
*Chafea*

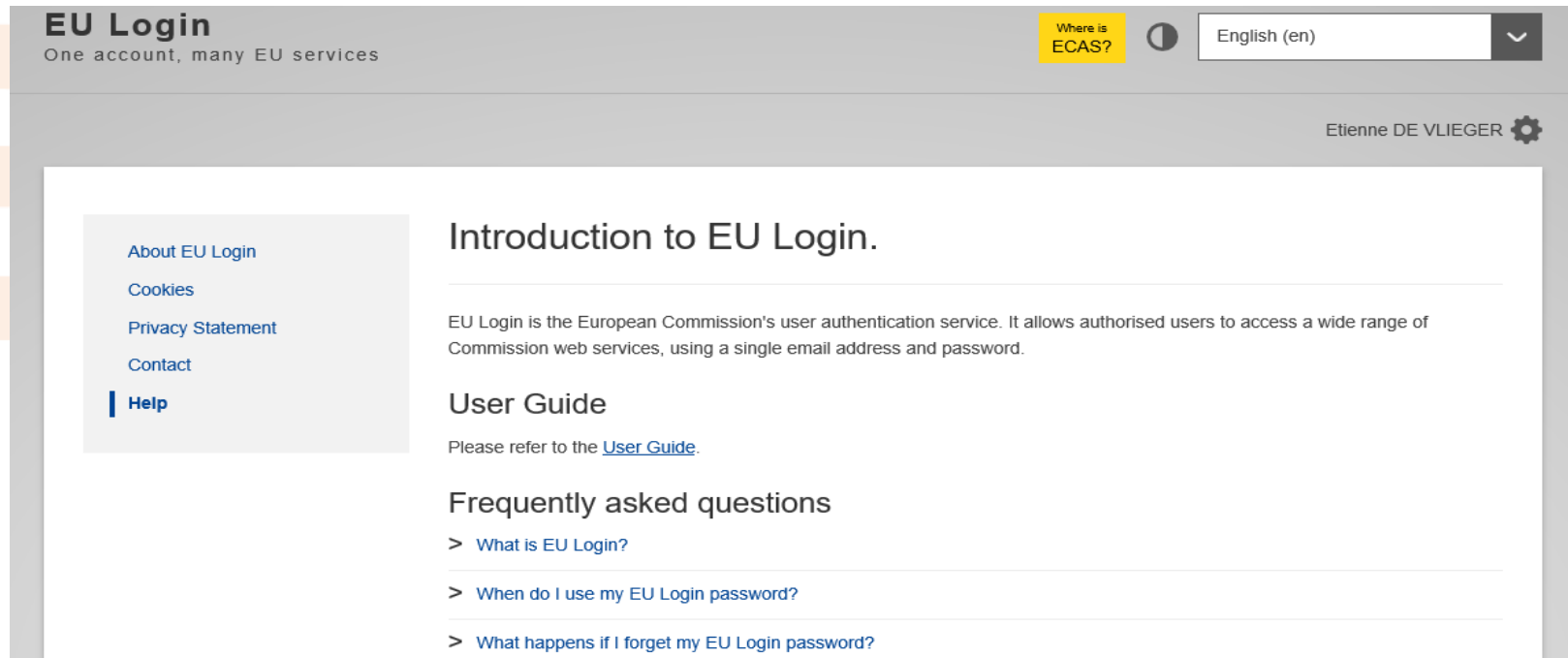
**Luxembourg, 14 January 2020**

# What I need to access eSubmission ?

## - EU Login

Online manual:

<https://webgate.ec.europa.eu/cas/help.html>



The screenshot shows the EU Login help page. At the top left, it says "EU Login" and "One account, many EU services". On the right, there is a "Where is ECAS?" button, a moon icon, and a language selector set to "English (en)". In the top right corner, the user name "Etienne DE VLEIGER" and a settings gear icon are visible. A left-hand navigation menu includes links for "About EU Login", "Cookies", "Privacy Statement", "Contact", and "Help" (which is highlighted). The main content area is titled "Introduction to EU Login." and contains the text: "EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services, using a single email address and password." Below this is a "User Guide" section with the text "Please refer to the [User Guide](#)." and a "Frequently asked questions" section with three expandable items: "> [What is EU Login?](#)", "> [When do I use my EU Login password?](#)", and "> [What happens if I forget my EU Login password?](#)".

# What I need to access eSubmission ? (cont.)

- To be registered in the Commission's organisations register
- To have a Participant Identification Code (PIC)

BTSEF

# What is eSubmission ?

eSubmission is a eProcurement step : it's a pre-award module

## Pre-Award modules



# What is eSubmission for ?

## Tenders

Prepare & submit tenders electronically in a secure way

## Contracting Authority

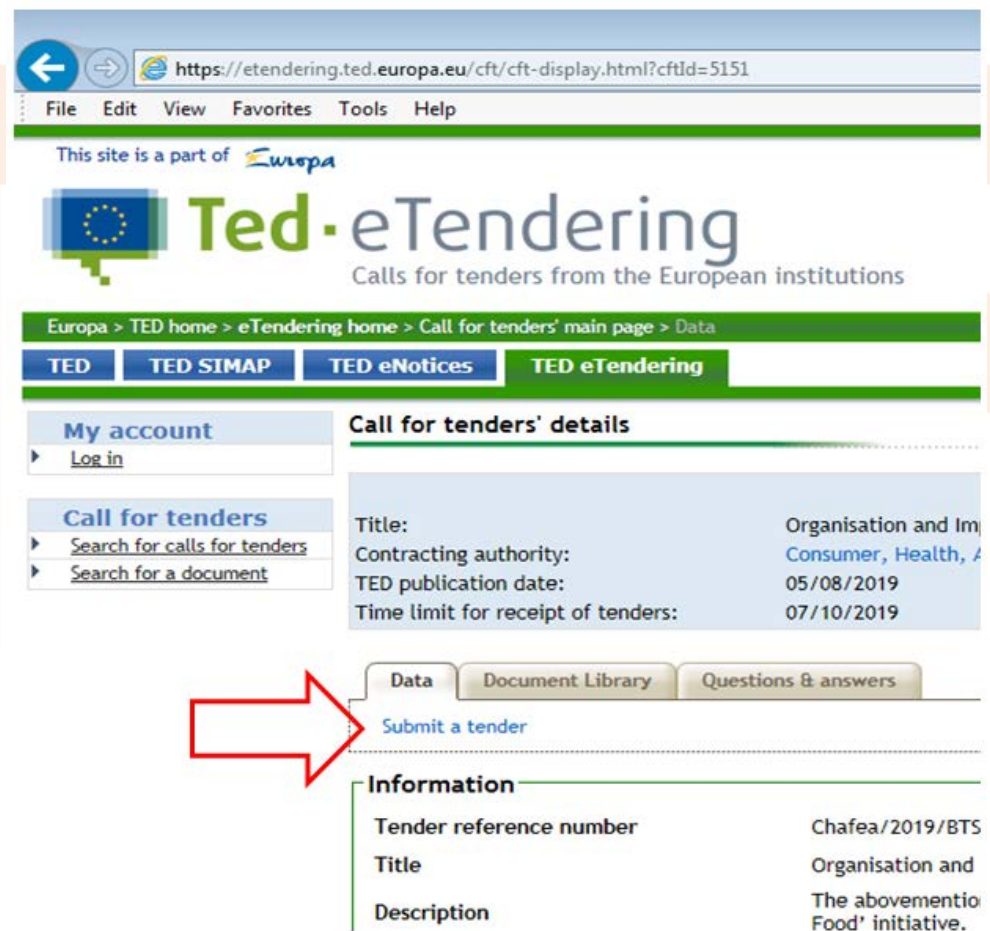
Receive tenders electronically & perform Opening session

# How to submit a tender in eSubmission ?

'Submit a tender' button

Available in TED-  
eTendering

When clicking on it,  
you are redirected  
to eSubmission



The screenshot shows the TED eTendering website interface. The browser address bar displays the URL: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5151>. The page header includes the European Commission logo and the text "This site is a part of Europa". The main heading is "Ted·eTendering" with the subtitle "Calls for tenders from the European institutions". A breadcrumb trail reads: "Europa > TED home > eTendering home > Call for tenders' main page > Data". A navigation menu contains "TED", "TED SIMAP", "TED eNotices", and "TED eTendering".

On the left side, there are two main sections:

- My account**
  - Log in
- Call for tenders**
  - Search for calls for tenders
  - Search for a document

The main content area is titled "Call for tenders' details" and contains the following information:

Title:	Organisation and Im
Contracting authority:	Consumer, Health, A
TED publication date:	05/08/2019
Time limit for receipt of tenders:	07/10/2019

Below this information, there are three tabs: "Data", "Document Library", and "Questions & answers". The "Data" tab is active, and a red arrow points to the "Submit a tender" button located below the tabs.

At the bottom, there is an "Information" section with the following details:

Tender reference number	Chafea/2019/BTS
Title	Organisation and
Description	The abovementio Food' initiative.

# How to submit a tender in eSubmission ?

## Create a tender

- Accept the terms and Conditions and read the Data Notice
- Click on 'New tender'

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





**New tender**

Create a new tender

# How to submit a tender in eSubmission ?

Ways to submit a Tender: Sole tender or Joint tender

Welcome Marie-Claude



✉ ☎ ? ☰

Tender Data      Tender report      Submit tender

## Different ways to submit a tender.

Please select the appropriate options below and then click "next" to continue.

Organization type

Sole tender     Joint tender

Involving subcontractors

Choose the language for your tender

English (en) ▼

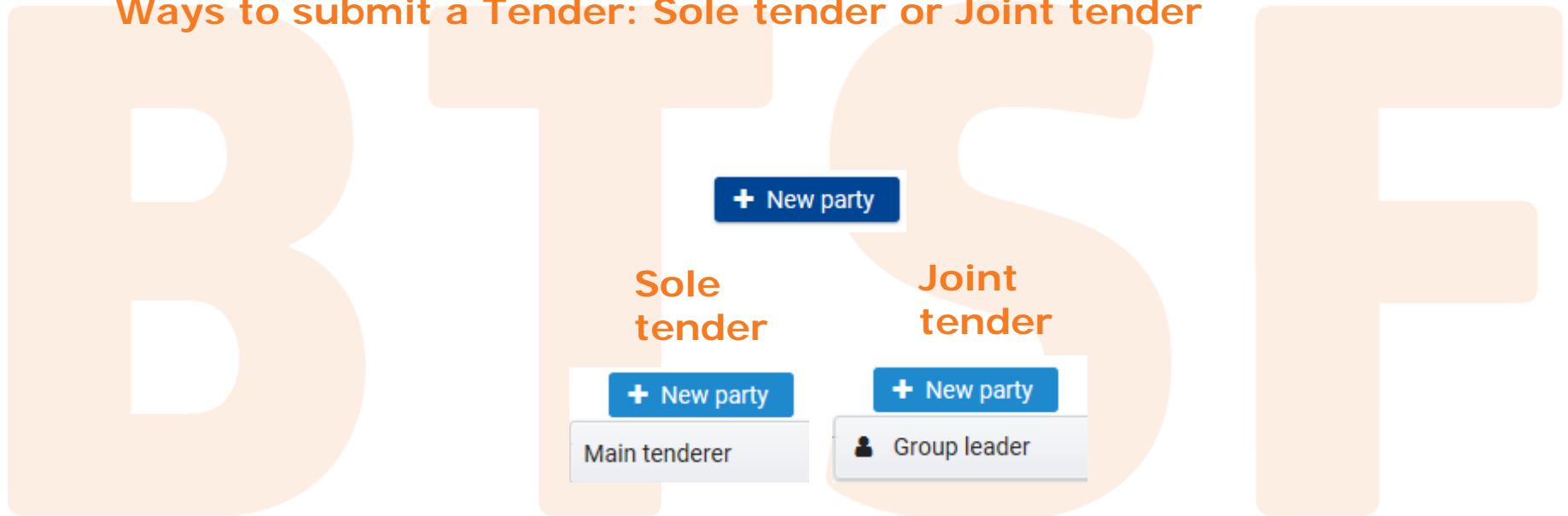
◀ Back

Next ▶



# How to submit a tender in eSubmission ?

Ways to submit a Tender: Sole tender or Joint tender



# How to submit a tender in eSubmission ?

Search for the PIC of the group leader or main tenderer

PIC number (9 numbers)

922511032

Country

VAT number (full number)

National registration number (full number)

50

Cancel

Search 

Proc Test

Rue De La Source  
SPA, BE  
VAT : 1458963254

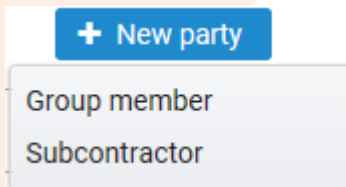
PIC: 922511032 SLEEPING

Select 

# How to submit a tender in eSubmission ?

Attachments to upload the 'Declaration of Honour', technical and financial documents required by the contracting authority

Once it's done, in case of 'Joint tender' or 'tender with subcontractors', click +New party



For subcontractors, the PIC is not required

Once that all the parties are added, click on  to go to the next step

## Attachment of documents

- **Formats: Word, Excel, Power Point documents, pdf documents, most common image types, email attachments, plain texts, zip files**
- **Size: 50MB per attachment**

# How to submit a tender in eSubmission ?


- Section to drag and drop your financial and technical documents

Attachments

**Economic and financial capacity**

Drop files here to attach them

or



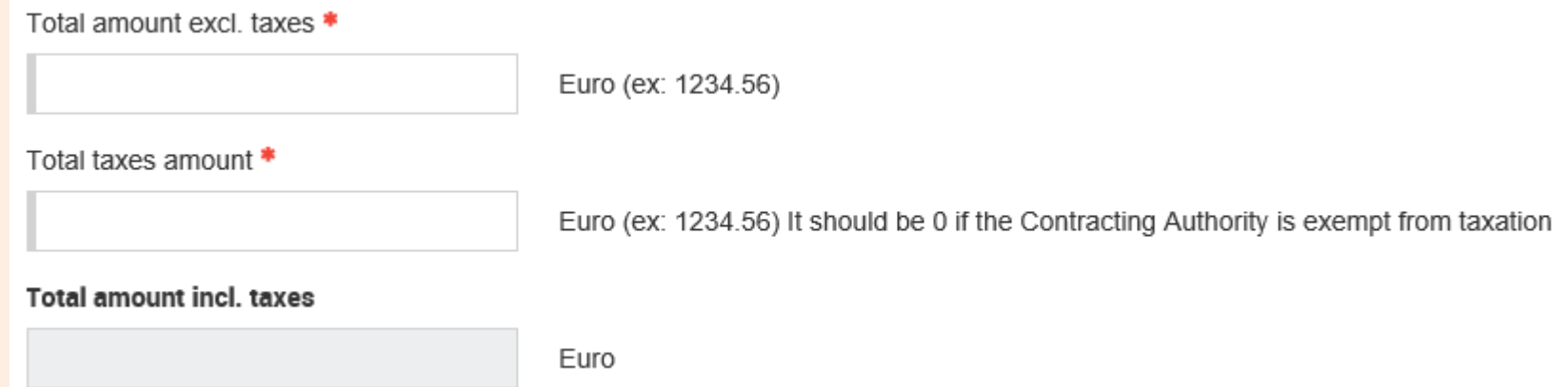
Choose file

Legal and regulatory capacity
<b>Economic and financial capacity</b>
Technical and professional capacity
Exclusion criteria
Other documents

Once that every document is added, click on **Next >** to fill in the amounts

# How to submit a tender in eSubmission ?

- The fields to add the amounts are displayed



Total amount excl. taxes \*

Euro (ex: 1234.56)

Total taxes amount \*

Euro (ex: 1234.56) It should be 0 if the Contracting Authority is exempt from taxation

**Total amount incl. taxes**

Euro

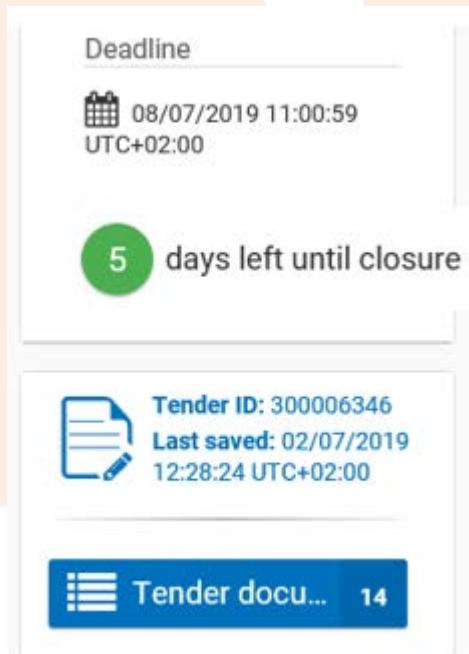
Then click on  Save to save the indicated amounts

Once the tender is correct and completed, click on  Next > to finish


# How to submit a tender in eSubmission ?

At this stage, your tender is in DRAFT and not yet submitted


Click on 'Next>' to generate the tender report




Deadline

 08/07/2019 11:00:59  
UTC+02:00

**5** days left until closure

 **Tender ID: 300006346**  
**Last saved: 02/07/2019**  
12:28:24 UTC+02:00


 **Tender docu...** 14



# How to submit a tender in eSubmission ?

## Tender Report

If your tender is complete and ready for submission

- Download the tender report by clicking on 
- Have it signed by the authorized representative or the Group leader in case of Joint Tender
  - Hand-written signature
  - Electronic signature



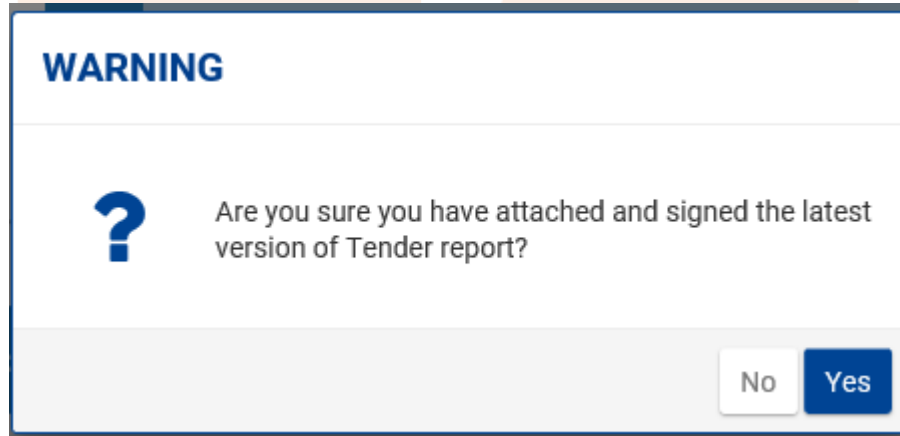
# How to submit a tender in eSubmission ?

## To upload the tender report

- Always verify that the Report ID is the same as the tender ID displayed
- Select your tender report signed and upload it
- Click on  to proceed

# How to submit a tender in eSubmission ?

A warning pops up. Read it carefully



Click Yes to confirm.

This report is not a proof of submission because your tender is not yet submitted !

# How to submit a tender in eSubmission ?

To submit the tender:

Click on the button




After this you will no longer be able to make any changes to this tender.

Click Yes to finalise the submission

**INFORMATION**

Your tender is about to be submitted.

 Please, be aware that the owners of the PICs you used in your tender will be informed about the use of their PIC in this tender and may contact the contracting authority for more information.

Once you confirm, you will not be able to modify this tender

Do you want to continue ?

No Yes

# How to submit a tender in eSubmission ?

After that the tender has been submitted

- Email notification is sent
- Window pops up



Your tender with ID 300006346 has been submitted on 02/07/2019 12:37:16 UTC+02:00

You will soon receive a Tender Receipt confirming your submission. This receipt will be available on the [F&T Portal](#). Please be aware that only the tender reception confirmation provided by e-Submission constitutes the legal proof of receipt. If no tender reception confirmation is received shortly, please contact the e-Submission Helpdesk as soon as possible.

[Display your Tenders](#) or [Create a new Tender](#)

# How to submit a tender in eSubmission ?

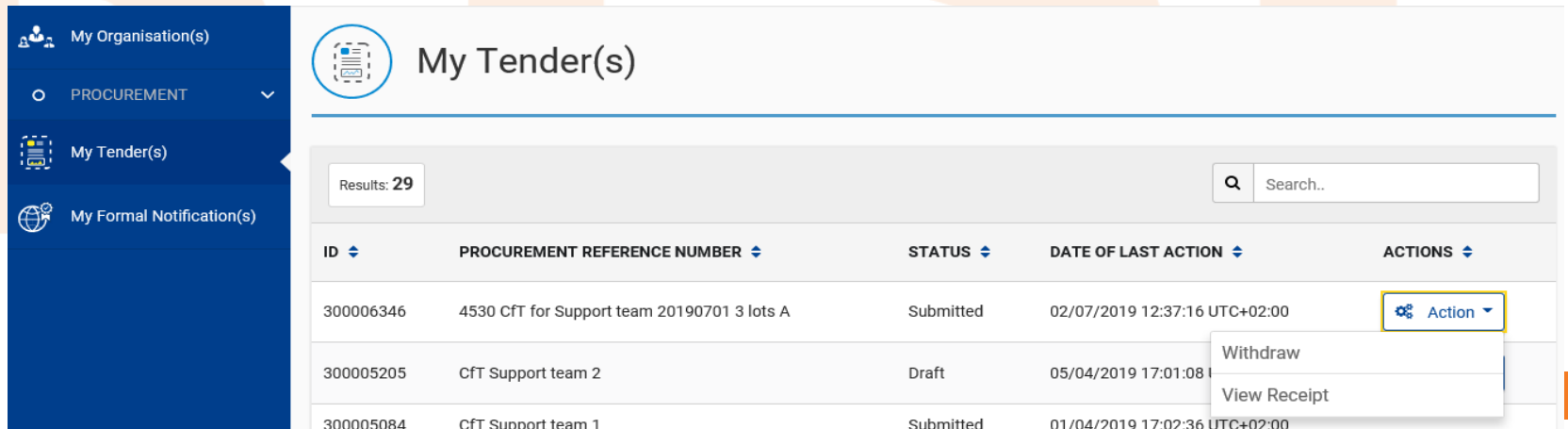


Your tender with ID 300006346 has been submitted on 02/07/2019 12:37:16 UTC+02:00

You will soon receive a Tender Receipt confirming your submission. This receipt will be available on the [F&T Portal](#). Please be aware that only the tender reception confirmation provided by e-Submission constitutes the legal proof of receipt. If no tender reception confirmation is received shortly, please contact the e-Submission Helpdesk as soon as possible.

[Display your Tenders](#) or [Create a new Tender](#)

Click on the 'F&T portal' or 'Display your tenders'



My Organisation(s)

PROCUREMENT

My Tender(s)

My Formal Notification(s)

My Tender(s)

Results: 29

Search..

ID	PROCUREMENT REFERENCE NUMBER	STATUS	DATE OF LAST ACTION	ACTIONS
300006346	4530 CfT for Support team 20190701 3 lots A	Submitted	02/07/2019 12:37:16 UTC+02:00	Action
300005205	CfT Support team 2	Draft	05/04/2019 17:01:08	Withdraw View Receipt
300005084	CfT Support team 1	Submitted	01/04/2019 17:02:36 UTC+02:00	

# Contact in case of problems

## - Online help

<https://webgate.ec.europa.eu/fpfis/wikis/display/ePRIOR/eSubmission%3A+response+to+a+call+for+Tenders>

## - [DIGIT-ESUBMISSION-SUPPORT@ec.europa.eu](mailto:DIGIT-ESUBMISSION-SUPPORT@ec.europa.eu)

### Support:

- EU support group
- Centralized
- Permanent



# ANY QUESTIONS?

# THANK YOU!

**Better Training for Safer Food**  
**BTSF**

• *European Commission*  
*Consumers, Health, Agriculture and Food Executive Agency*  
*L-2920 Luxembourg*

*Food safety*