



# eSubmission

*A Quick Guide for*

*Economic Operators*

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## Getting started

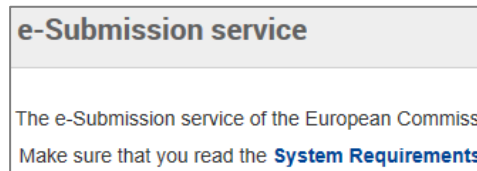
Welcome to eSubmission!

eSubmission allows economic operators to respond to EU calls for tenders by preparing submissions (i.e. requests to participate or tenders) and submitting them electronically in a structured and secure way.

As an economic operator, you can:

- Create a submission in response to a procedure launched by an EU institution or body,
- Submit in a secure manner,
- View or resume a saved draft,
- Delete a draft submission,
- Receive proof of submission (Submission Receipt),
- Withdraw a submission before the time limit for receipt of submissions,
- Receive proof of withdrawal (Withdrawal Receipt).

Before starting make sure you read the System Requirements available under this link and on the eSubmission Homepage.



If you want to try eSubmission before preparing your submission, use our [Dummy call for tenders](#).

### How do I get technical help?

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

✉ [DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu](mailto:DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu)

☎ +32 (0) 229 71063

### How do I access eSubmission?

You can access eSubmission

- via the [Funding & tender opportunities portal](#)

- via the corresponding call for tenders in the [TED eTendering application](#).

### What do I need to use eSubmission?

You need to be registered in the European Commission's user authentication service ([EU Login](#)) and the EU eProcurement platform [TED eTendering](#). The participant (a candidate or tenderer in a procurement procedure) must be registered in the Commission's organisations register (Participant Register) and have a PIC (Participant Identification Code – please refer to page 4 for more information).

Registration is open to everyone and free of charge.

### **EU Login**

EU Login is the entry gate to sign in to different European Commission services and/or systems.

If you do not have an EU Login yet, you can [create an account](#).

For more information, see [the EU login help](#).

### **eTendering**

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

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

You need to log on to your eTendering account to be able to prepare your submission and submit it.

### **Funding & tender opportunities portal**

The **Funding & tender opportunities portal (F&T portal)** is the single entry point (Single Electronic Data Interchange Area) for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

From the F&T portal participants can:

- Search opportunities in EU calls for proposals or calls for tenders,
- Register in the Participant Register (see below)
- View their submissions in EU calls for tenders and access the **Submission Receipts (proof of submission)**.
- View, edit or delete their draft submissions.

- Withdraw their submissions and access the **Withdrawal Receipt (proof of withdrawal)**.

### **Participant Register**

The Commission has set up an online register of organisations participating in EU calls for tenders or proposals in order to apply the "once only" principle: data related to a participant's organisation needs to be submitted only once. Following the registration each organisation obtains a unique Participant Identification Code (PIC). To learn how to obtain a PIC in the [Participant Register](#), please refer to this [page](#).

# Step-by-step guide

*How to prepare your submission  
and submit it*

## How to prepare your submission and submit it

### Access to eSubmission

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

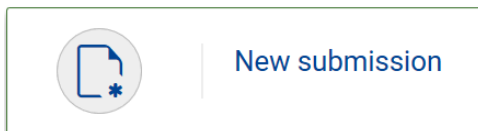


When you click on it, you will be redirected to eSubmission for the call.

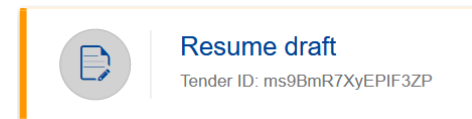
You will be asked first to accept the Terms & Conditions of use of eSubmission and the eSubmission specific Privacy Statement (tick the corresponding option ).

Then you will be able to either:

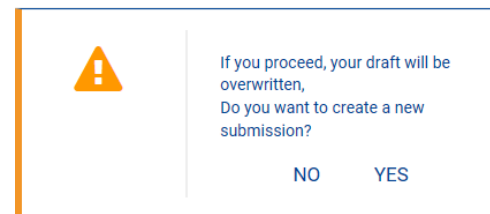
A. create a 'New Submission', or



B. 'Resume draft', this option will appear only if you have already started drafting a submission in a previous eSubmission session



**Note:** If you had already started the preparation of a submission, this draft will be overwritten if you start a new submission. You will be asked to confirm the creation of a new submission:




You can also access the call for tenders through the F&T portal (for instructions please refer to page 11 of this Quick Guide). If you choose the option to resume your draft submission starting from the F&T portal, you will immediately be redirected to the page where you left.

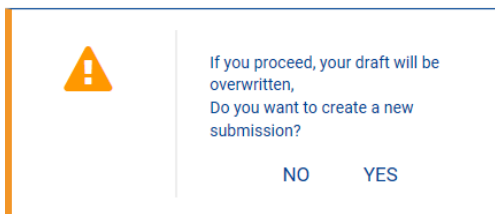
## Ways to submit

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

- How you will submit: 'Sole submission' or 'Group submission'.
- If the submission will involve subcontracting.
- In what language the submission will be prepared.

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

**Note:** If you had already started the preparation of a submission, this draft will be overwritten if you start a new submission. You will be asked to confirm the creation of a new submission:



## Identification of participant

- 1) Click 'New party...' () to identify each entity participating in the submission.

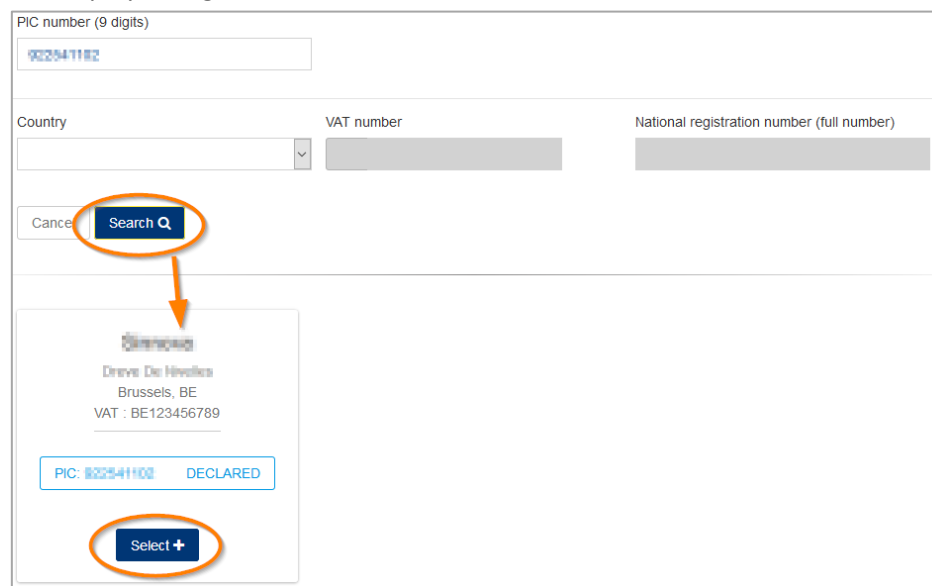
The main participant or all members of a group submission must be identified with a PIC – Participant Identification Code (for more information, please refer to page 4). No PIC is required for subcontractors.

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

You can search by PIC, VAT number, National Registration number and country. To be able to search by VAT number or National Registration number you need to select also the country.

If the search produces no results, this means that the entity does not yet have a PIC.

After obtaining the PIC, go back to eSubmission, search by the PIC and select the displayed organisation.

A screenshot of a search interface. At the top, there is a text input field for "PIC number (9 digits)" containing "922541182". Below this are three input fields: "Country" (a dropdown menu), "VAT number", and "National registration number (full number)". A "Search Q" button is highlighted with an orange circle and an arrow pointing to a search result card. The search result card displays the name "Drevo De Hivoliën", location "Brussels, BE", and VAT number "BE123456789". Below the card, there is a "PIC: 922541100 DECLARED" label and a "Select +" button, both also highlighted with orange circles.

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

- only for the Main participant or Group leader:
  - Contact info (contact point and e-mail address)
  - IBAN/Bank account number
- for all entities participating in the submission: Declaration on Honour (duly completed and signed)

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


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

Only upload the documents that the contracting authority requires to submit.


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

**Note:** once you have added a Main participant or a Group Leader (in case of a consortium), it is not possible to change the structure from Group submission to Sole submission or vice versa. In case you want to modify the structure, you need to create a new submission, and your draft will be discarded.

The Group Leader cannot be changed once it is added. If you want to change it, you need to create a new submission, and your draft will be discarded. All data will be lost and all uploaded documents will be deleted.

Click on the button 'Next' (  ) to move to the next step (Lots selection).

### Lots

In a procedure with several lots, choose the lot(s) for which you would like to submit a tender and then click on the button 'Next' (  ).


### Note:

*The identification of the participant and definition of the parties is a step that occurs before the selection of the lots. Therefore, if the composition of the consortium is different per lot, you will need to submit separately per lot.*

### Tender data

In this section, you need to:

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


Once you consider that the tender data is correct and the submission is complete, click on the button 'Next' (  ). In case of lots, the button 'Next' will only be active if all compulsory documents have been provided.



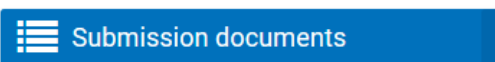
**At this stage, your draft submission, including all your documents, is not submitted yet.**



**Note:** at all times during the creation of your submission, you can check which documents you have uploaded by clicking on the “Submission documents” button at the left of the screen.

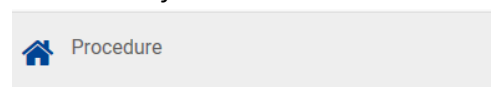


Submission ID: 300008369  
Last saved: 29/11/2019 12:02:58 UTC+01:00



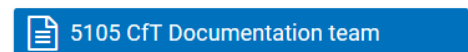
Submission documents 2

You can consult the Procedure main data at all times by clicking on the Procedure reference number button on the left side of the screen.



Procedure

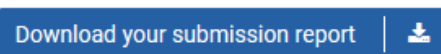
Procedure reference number




5105 CfT Documentation team

## Submission Report

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



Download your submission report | 

The submission report lists the documents that you will include in the submission. It must be signed by an authorised representative of the Participant or the Group leader in case of a consortium.

The signature must be either hand- written, qualified or advanced electronic based on a qualified certificate for electronic signatures pursuant to

Regulation(EU) No 910 / 2014 on electronic identification and trust services for electronic transactions in the internal market.

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

You will find more information on eSubmission signature policy under this link.

When you upload the submission report, verify that the submission ID indicated in the report corresponds to the submission ID displayed in the application.


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

**For all procurement procedures published after 15/07/2020, the following applies:**

The system will automatically generate the submission report.

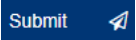
You can consult the submission report on the screen or download it. A signature is not required.

After viewing the submission report, click ‘Next’ to continue.




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

## Submit to the Contracting Authority

You are now ready to submit. Carefully check for completeness and click on the button 'Submit' (  ) After this you will no longer be able to make any changes to this submission.

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

 Your Submission with ID 300008395 has been sent to the Contracting Authority on 03/12/2019 12:48:02 UTC+01:00

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

[Display your submissions](#) or [Start a new submission](#)

Note that the owners of the PIC you used will be informed. Click 'Yes' if you want to confirm and continue the submission.

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

This e-mail notification contains a link to the F&T portal where you can find the Submission Receipt.

Dear Sir/Madam,

We would like to inform you that we have received your submission for the procedure with reference 5105 Cft Documentation team. A Submission Receipt has been generated, please click [here](#) to download it. You can also find your Submission Receipt in the [F&T Portal](#).

**Submission Receipt ID:** RoYIwdxGWpY5IBQf

**Submission ID:** 300008369

**Submitted by:** neukesa

**Submission received on:** 29/11/2019 12:27:11 UTC+01:00

**Procedure reference number:** 5105 Cft Documentation team

**Procedure title:** 5105 Cft Documentation team

**Coordinating contact:** neukesa

With kind regards,  
European Commission - F&T Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the e-procurement helpdesk (+32 (0) 29 71063 or [DIGIT: EPROCUREMENT-SUPPORT@ec.europa.eu](mailto:EPROCUREMENT-SUPPORT@ec.europa.eu)).

If you do not receive this e-mail notification, you can go directly to the F&T portal in the "My Submission(s)" section, click on the "Action" button next to the submission and then select "View Receipt" from the menu (please refer to page 13 of this Quick Guide for more instructions). You can also find the notification in the "Notification(s)" section in the F&T portal (please refer to page 13 of this Quick Guide for more instructions).

The Submission Receipt contains the submission ID, submission receipt ID and the date and time of reception (timestamp).

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

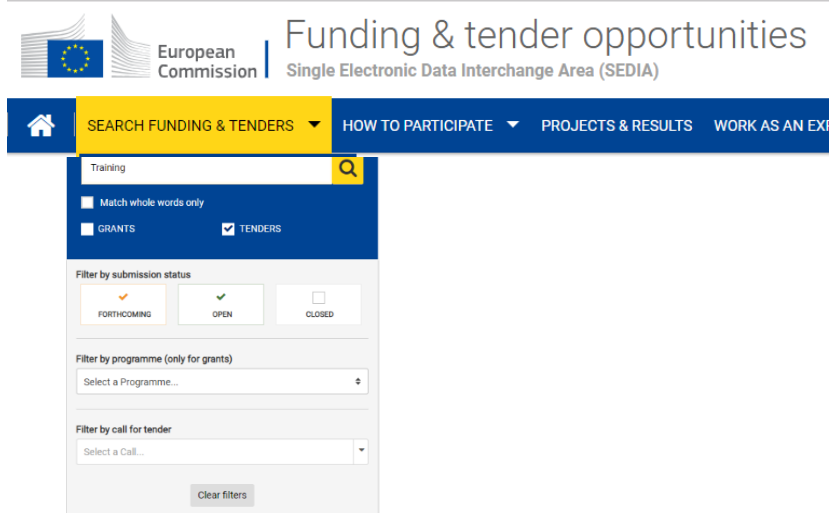
## Managing submissions in Funding & tender opportunities (F&T) portal

The F&T portal allows the following actions to manage your submissions:

- Find a call for tenders
- View submissions
- Edit a draft submission (& submit)
- Delete a draft submission
- Withdraw a submission before the time limit for receipt of submissions

### Find a call for tenders

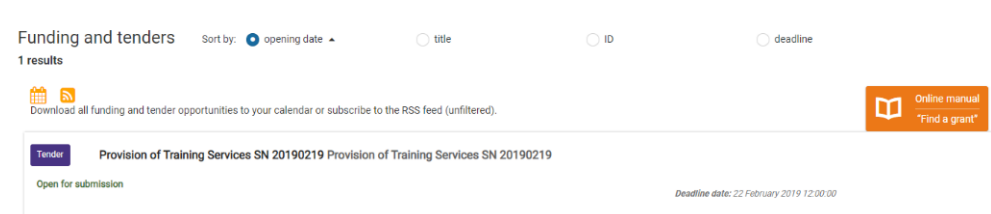
Go to the [Funding & tender opportunities](#) portal. Click on the **Search funding & tenders** menu at the top of the screen and choose “Search funding & tenders”.



The screenshot shows the search interface of the European Commission's Funding & tender opportunities portal. At the top, there is a search bar with the word "Training" entered. Below the search bar, there are several filter options: "Match whole words only" (unchecked), "GRANTS" (unchecked), and "TENDERS" (checked). Under "Filter by submission status", there are three radio buttons: "FORTHCOMING" (selected), "OPEN", and "CLOSED". Below that, there is a "Filter by programme (only for grants)" section with a dropdown menu set to "Select a Programme...". At the bottom, there is a "Filter by call for tender" section with a dropdown menu set to "Select a Call...". A "Clear filters" button is located at the bottom right of the filter area.

Enter one or more keywords or the complete reference number of the call for tenders and click on the magnifying glass. You can also filter by limiting the search to “Tenders” only or you can filter on the status of the call (forthcoming, open, closed).

The call for tenders will now be displayed.



The screenshot shows the search results page for the Funding and tenders portal. At the top, there is a header with "Funding and tenders" and a "Sort by" dropdown menu set to "opening date". Below the header, there is a "1 results" section. On the right side, there are radio buttons for "title", "ID", and "deadline". Below the search results, there is a "Download all funding and tender opportunities to your calendar or subscribe to the RSS feed (unfiltered)." link. On the far right, there is an "Online manual 'Find a grant'" link. The main result is a card for "Tender" titled "Provision of Training Services SN 20190219 Provision of Training Services SN 20190219". Below the title, there is a link "Open for submission" and a "Deadline date: 22 February 2019 12:00:00".

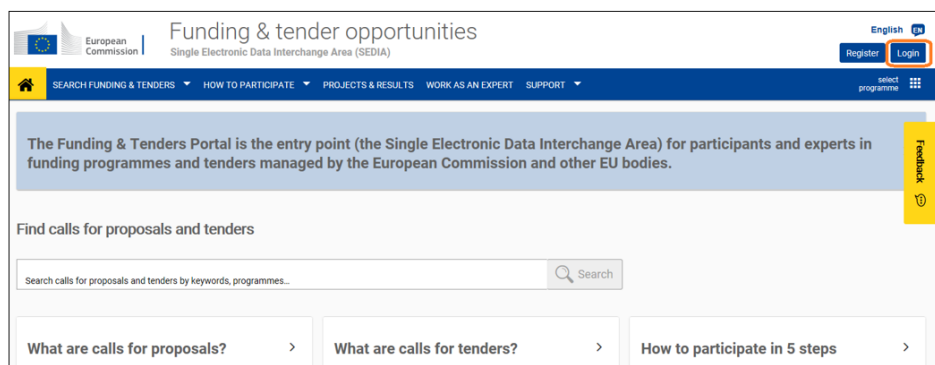
By clicking on the title of the call, you will be redirected to the TED eTendering site where you will be able to click on the “Submit a tender” link to start your submission in eSubmission (see page 6 of this guide).

### View submission(s)

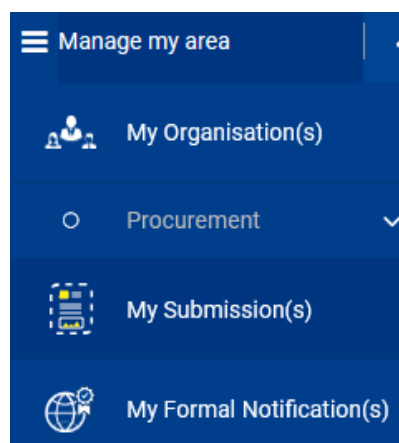
The Funding & tender opportunities portal allows you to view submission(s) with the following status:

- Draft
- Submitted
- Withdrawn
- Deleted

In order to view your submissions, you need to log in to the F&T portal by clicking on the “Login” button at the top right of the home page and by entering your EU Login and password.

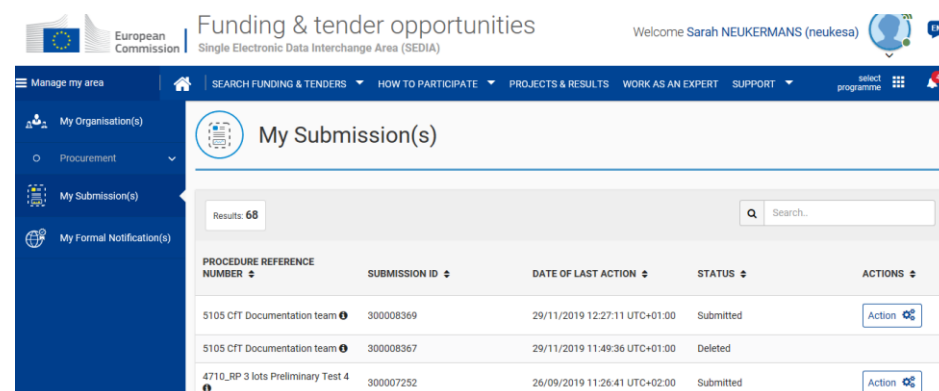



By clicking on the arrow in the Procurement menu, you will see the submenu “My Submission(s)”



Now your list of submissions is displayed. For each submission, you see the submission ID, the procurement (call for tender's) reference number, the timestamp of the last action performed and the submission status.

For submissions in **Draft**, **Withdrawn** and **Submitted** status, you can click on the “Action” button next to the submission.



The “Action” (  ) menu allows you to perform the following actions:

For submissions in **Draft** status:

- View Submission
- Edit Submission
- Delete Submission

For submissions in **Submitted** status:

- Withdraw Submission (only if the deadline for submission has not passed)
- View Receipt

For submissions in **Withdrawn** status:

- View Withdrawal Receipt

### ***View a draft submission***

If you want to view a draft submission, log in to F&T portal and go to “My Submission(s)” (see page 12).

Find the submission in the list and click on the “Action” button next to the Submission.

Then select “View” – eSubmission opens in the screen you were in when you left. It is not possible to edit the submission as you are viewing it in a read-only mode.

### ***Edit a draft submission (& submit)***

If you want to edit a draft submission, log in to F&T portal and go to “My Submission(s)” (see page 12).

Find the submission in the list and click on the “Action” button next to the submission.

Then select “Edit” - eSubmission opens in the screen you were in when you left. You can now edit your submission in eSubmission.

### ***Delete a draft submission***

If you want to delete a draft submission, log in to F&T portal and go to “My Submission(s)” (see page 12).

Find the submission in the list and click on the “Action” button next to the submission.

Then select “Delete”. The submission will be deleted from F&T portal.

### ***View submission receipt***

If you want to view the submission receipt, log in to F&T portal and go to “My Submission(s)” (see page 12).

Find the submission in the list and click on the “Action” button next to the submission.

Then select “View Receipt”. The submission receipt is now displayed.

The e-mail notification of the submission receipt, which is sent to you after the submission (see page 10), is stored in the “Notifications” section. You can access this section by clicking on the bell icon at the top right of the screen after having logged in to F&T portal.



### ***Withdraw a submission & view withdrawal receipt***

The submission's author, i.e. the person whose EU login was used to submit, is able to withdraw it but only before the time-limit for receipt of submissions. Once you have withdrawn a submission, you cannot view, edit or submit it any longer. The action is removed from the "Actions" menu.

In order to withdraw a submission, log in to F&T portal and go to "My Submission(s)" (page 12).

Find the submission in the list and click on the "Action" button next to the submission.

Then select "Withdraw".

In eSubmission, insert the reason why you wish to withdraw the submission and confirm by clicking the "Withdraw" button.

You will receive a withdrawal notification by e-mail. On F&T portal, in the "Actions" menu next to the withdrawn submission, you will find the possibility to view the withdrawal receipt as well. The withdrawal receipt will contain the Submission ID, withdrawal receipt ID, withdrawal timestamp and the given justification.