



# Ted Help Pages



## Contents

The TED website and its features.....	4
Selecting a language.....	5
Registered users.....	6
Creating a My TED account.....	7
Modifying account details.....	7
Deleting your account.....	7
Logging in and out.....	8
Logging out.....	8
Browsing notices.....	9
Browsing by business opportunity.....	9
Browsing by business sector (CPV).....	9
Browsing by buyer.....	9
Browsing by place of delivery (NUTS).....	9
Searching for notices.....	10
Quick search.....	10
Advanced search.....	10
Statistic mode.....	11
Expert search.....	12
Using the expert search with syntax rules.....	12
Searching for documents with fields having a null value.....	13
Search fields and their codes.....	13
Customising the search results display.....	15
Sorting the results list.....	16
Printing the search results list and the documents.....	16
Download the documents of the search result list.....	16

Refine search .....	16
Statistics mode .....	16
Managing search profiles .....	18
Saving search profiles .....	18
Accessing your saved search profiles .....	18
Printing search profiles.....	18
Modifying search profiles.....	18
Deleting search profiles.....	19
Consultation of notices .....	20
Clipping list .....	22
Adding a notice to your clipping list.....	23
Setting a reminder date for a clipping list document.....	23
Deleting the reminder date from your clipping list document .....	23
Printing clipping list documents .....	24
Deleting documents from your clipping list .....	24
Personal address book .....	25
Adding an email address to your personal address book .....	25
Deleting email addresses from your personal address book.....	25
Sending an email .....	26
Saving a document as a PDF or XML .....	27
Saving a document as PDF.....	27
Saving a document as XML.....	27
Other features .....	28
XML Bulk download.....	28
News.....	28
Configuring the notices alert service.....	28
RSS feeds .....	28

My RSS feeds .....	28
Configuring customised RSS feeds .....	28
Subscribing to RSS feeds with a news reader.....	29
Release calendar .....	29
Site map.....	29
Comments and feedback.....	29
Important legal notice .....	29
Machine translation .....	30
Time stamped and signed PDF files.....	30

## The TED website and its features

The main features of tenders electronic daily (TED) are:

- the browse function, to get information by topic: business opportunity, business sector using the [common procurement vocabulary \(CPV\)](#), place of delivery using the [nomenclature des unités territoriales statistiques \(NUTS\)](#) and buyers;
- the search function, to set various search criteria for obtaining specific documents. It includes a quick search, standard search and expert search;
- the search result function, which allows the documents which fulfilled the search criteria to be displayed in the results list and permits subsequent navigation of these documents;
- the saved search profiles and news alert service features which enables you to save up to 25 search profiles and receive notifications of new documents published on your email inbox;
- the clipping feature, to select documents for later consultation;
- customising preferences, which enables you to control aspects such as number of items per search results page, statistics mode, etc.;
- accessing documents from TED via HTML requests for external users, based on the EUR-Lex UDL specification;
- bulk download of notices in extensible markup language (XML) format;
- accessing the automatic machine translation service for all notices, from and to all EU official languages.

## **Selecting a language**

The preferred language of browsing can be selected from the drop-down list box in the top right-hand corner on the homepage.

It can also be modified during the course of a session.

TED is available in all 24 official EU official languages.

## Registered users

Being a registered users allows you to:

- save a user profile (preferences, main language, etc.);
- save search profiles to your account;
- save documents in a clipping list to access them quicker;
- save search profiles as email alerts or RSS feeds and receive new notices of interest directly in your e mail inbox or RSS reader;
- search in the TED archive, up to five years behind;
- view notices in summary view;
- access the Machine Translation feature for automated translation of all notices from and to all EU official languages.



## Creating a My TED account

To create a TED account, click on the *Register here* button on the left-hand side of the homepage. You will be redirected to the European Commission Authentication Service 'EUlogin', where you can create a new account.

If you already have one, you can use the same credentials to access the service.

Follow all the steps and complete the procedure for creating an account.

- To confirm the registration, click on the activation link you will receive at the email address you provided.
- You will be redirected to the TED registration form where you will be asked to confirm some information.
- Choose your country and check the TED privacy rules.
- End by clicking on the *Confirm* button.

## Modifying account details

To modify your account details, do the following.

- Log in to TED.
- In the *My TED* section, click on the *User profile* link.
- Enter your changes.
- Click on *Update* to save all changes.

## Deleting your account

You can delete your user account from TED at any moment.

To delete it:

- log in;
- in the *My TED* section, click on the *User profile* link;
- in the *Delete your account* section, click on *Delete*.
- By clicking on the *Confirm* button of the confirmation window, all your personal data will be deleted from TED.

Please bear in mind that your user account can be deleted automatically from TED if it remains inactive for longer than 90 days. An automatic email will be sent to your email address before deleting.

However, you can reactivate your account within 4 weeks from the day of the automatic email by just clicking on the link you can find in the email.

## **Logging in and out**

To log in, go to the TED homepage.

- Click on the *Log in* button in the left-hand menu.
- Enter your username and password and click OK.

Please note that you can log in to TED only if you have created an EUlogin account: refer to the section 'Creating a My TED account' to create one.

## **Logging out**

To log out from TED, click on the *Log out* link in the *My TED* section.

## **Browsing notices**

The *Browse* functions of TED allow you to find notices by topic.

The topics and related information are divided as follows:

- by business opportunity to allow browsing by specific document types;
- by CPV code to allow browsing by business sector;
- by place of delivery to allow browsing by country and region;
- by heading to allow browsing by tender procedure and Contracting Authorities.

### **Browsing by business opportunity**

This displays any current tender divided by country of origin, document type both currently valid and from the last OJ S edition.

### **Browsing by business sector (CPV)**

This option displays notices published divided by business sector.

TED uses the CPV code system to categorise business sectors.

Any given business sector corresponds to a group of CPV codes.

You can find more information about CPV codes here:

<http://simap.ted.europa.eu/web/simap/cpv>

[https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation/common-vocabulary\\_en](https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation/common-vocabulary_en)

<http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32008R0213>

### **Browsing by buyer**

This option displays notices published divided by buyers or Contracting Authorities.

Each heading is allocated with a four-digit code, which contains information on the type of tender procedure, contract and applicable regulation.

### **Browsing by place of delivery (NUTS)**

This displays the tender documents published in the EU and other relevant countries according to where the contract is awarded.

TED uses the NUTS code system to list by country and place of contract performance.

You can find more information about NUTS codes here:

<http://simap.ted.europa.eu/web/simap/nuts>

<http://ec.europa.eu/eurostat/web/nuts/overview>

## Searching for notices

You can search for documents with three different approaches for processing queries to return search results:

- quick search
- advanced search
- expert search.

All search options could be launched in three different range of search: *Last edition*, *All current notices* and *Archives* according to the scope of the search you wish to perform.

### Quick search

This is a free text search that allows you to search for a word or a simple phrase as full text.

You can use the Boolean operators *AND* and *OR* to combine words of your search.

### Advanced search

This allows you a more precise search for a document by selecting one or more search criteria among the combinations of fields available in the search window.

The search options are divided in two parts: while the first part is visible right away, the further options are accessible by clicking on the button *Show more filters*.

The first batch of search criteria is the followings:

- *Full text*: You can enter character strings of the document title, contract, CPV code, etc., to search for documents.  
You can use the Boolean operators AND and OR to combine words of your search.
- *Country*: this option allows to search for a tender based on the country where it was issued. The list of countries is divided into European Union countries (EU), European Economic Area countries (EEA), Candidate countries, countries that signed the Government Procurement Agreement (GPA) and other countries.
- *Type of document*: this option allows searching according to the type of document, such as contract notice, contract award notice, general information, etc.
- *Contract*: this option allows searching according to the type of contract, such, as works or supplies, etc.
- *Edition number*: this option allows searching for notices published in a precise Official Journal, based on the edition number criteria.
- *Document number*: this option allows searching for documents using the document number criteria, such as 255076-2016, 254884-2016, etc.
- *Publication date*: this option allows searching for documents based on its publication date.

*More filter* options includes:

- *CPV code*: this option allows searching for documents based on the product group and its classification by using the CPV code, such as chemical products (CPV code 24000000), gases

(CPV code 24100000), etc.

You can find more information about CPV codes here:

<http://simap.ted.europa.eu/web/simap/cpv>

[https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation/common-vocabulary\\_en](https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation/common-vocabulary_en)

<http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32008R0213>

- *NUTS code*: this option allows searching for documents based on the NUTS code criteria to see the countries and regions in which the contract will be delivered.  
You can find more information about NUTS codes here:  
<http://simap.ted.europa.eu/web/simap/nuts>  
<http://ec.europa.eu/eurostat/web/nuts/overview>
- *Main activity*: this option allows searching for documents according to the main activity of the contract, such as education, health, housing and community amenities, etc.
- *Documentation date*: this option allows searching for documents according to the deadline for requesting documents.
- *Deadline*: this option allows searching for documents according to the deadline date for the receipt of tenders or applications.
- *Place*: this option allows searching for documents according to the place where the contract was awarded.
- *Regulation*: this option allows searching for documents according to the regulation criteria that apply to a procedure.  
This criteria indicates:
  - to whom the notice is open to, based on the regulation ruling the market between the country of the contracting authority and the possible contractors;
  - notices coming from European Funds addressed to external countries.
- *Procedure*: this option allows searching for documents according to the type of procedure used for an invitation to tender, such as contract awards, open procedure, negotiated procedure, etc.
- *Legal basis*: this option allows searching for documents according to the directive under which it was issued.  
For more information on the European Union directives on Public Procurement please visit these links:  
[https://ec.europa.eu/growth/single-market/public-procurement\\_en](https://ec.europa.eu/growth/single-market/public-procurement_en)  
[https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation\\_en](https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation_en)
- *Authority name*: this option allows searching for documents according to the name of the contracting authority, such as council, municipal, etc.
- *Type of authority*: this option allows searching for documents according to the type of awarding authority of the contract.
- *European institution*: this option allows searching for documents according to which European Institution issued the tender notice.

All fields can be cleared from the chosen options by clicking on the *Clear form* button placed on the bottom right of the page.

## Statistic mode

Check the *Statistics mode* checkbox, on the bottom right of the page, to view statistics on selected search fields instead of the results list.

This option summarises the data with a combination of two search fields in an X-axis and Y-axis format presentation, instead of a list.

You can combine any two available search fields to display the results in the statistics mode format. To select the statistics mode option, do the following.

- Choose the search mask of your choice (standard or expert).
- Enter the search query of your choice in any of the search fields.
- Select the *Statistics mode* checkbox in the lower right-hand corner of the search window and press *Search*.
- A new window will appear where you will be asked to select the X and Y axis criteria to display the results table.
- Select one of the search fields from the *X-axis* drop-down list to be displayed in the X-axis.
- Select another search field from the *Y-axis* drop-down list to be displayed in the Y-axis.
- Click on *Update* to get the results you require.

Note: The *Your query* entry will be displayed in the search result page only if you check the option *Display search criteria in the result list* in the preferences window.

## Expert search

Click on *Switch to expert mode* to convert your standard search to an expert search.

The expert search page will be displayed containing the search criteria you previously entered on the standard search page.

The *Expert search* allows the use of all available search fields, in arbitrary combination, by using a structured query language methodology, or common command language (CCL).

You can enter, in the search field, queries with strict syntax rules. You can narrow down your searches by using a variety of structured query commands, which can restrict your query to specific targeted documents.

The format of syntax used by TED is the following:

XX = [value]

where XX denotes the code or the abbreviation of the search field, consisting of two letters and value; it can be a string of one or more characters, a date, a number range or simply a wildcard.

## Using the expert search with syntax rules

The search query could be performed by using a standardised query language (CCL).

The rules to be followed while using the query syntax format are:

- the search term must always be enclosed in square brackets;
- a set of queries can be combined, separated by parentheses;
- a search term containing a blank space must be enclosed in double quotation marks;
- a wildcard (\*) or single character (?) can be used for a search term;
- a date or a number can be entered as a search term with a range of values;
- use the operators (<, <=, >, >=, <> or ><) to enter queries with a range of values;
- use the Boolean operators *AND* and *OR* to combine several queries. A *NOT* can be placed in front of a query.

A query is examined in the following manner:

- commands in brackets are analysed;
- commands not in brackets are analysed, where:
  - *NOT* has precedence over *AND*;
  - *AND* has precedence over *OR*.

Please note that search terms containing a space must be placed in double quotation marks ("").

Examples:

- If you are looking for a document type such as a design contest or contract notice, you can enter your search query in the *Expert query* box as TD=['Design contest' OR 'Contract notice']. The results page will display the documents matching your search criteria.
- You are looking for documents with respect to the country and the CPV code, such as Germany (DE), France (FR) or Italy (IT), containing CPV codes for 'Mining, basic metals and related products' or 'Financial and insurance services'. You can enter your search query in the *Please enter an expert query* box as CY=[DE OR FR OR IT] AND PC=[14\* OR 66\*]. The results page will display the documents matching your search criteria.
- You are looking for documents with respect to country, CPV code, contract and a full text, such as France (FR) containing 'Construction work' for 'Service contract' with the string Sewa\*. You can enter your search query in the *Please enter an expert query* box as CY=[FR] AND PC=[45\*] AND NC=['Service contract'] AND FT=[Sewa\*]. The results page will display the documents matching your search criteria.

### Searching for documents with fields having a null value

In the expert search, you can search for documents having a null value for some of the search criteria. The value of the search term for these documents must be CODE\_UNKNOWN.

### Search fields and their codes

A list of possible search fields and their respective codes.

Search field	Code
<b>Awarding authority search fields</b>	
Country of the awarding authority	<b>CY</b>
Name of the awarding authority	<b>AU</b>
Place	<b>TW</b>
Type of awarding authority	<b>AA</b>
Internet address (URL) of the awarding authority	<b>IA</b>
<b>Date search fields</b>	
Date document sent to the Publications Office	<b>DS</b>

Deadline for request of documents	<b>DD</b>
Deadline for receipt of tenders	<b>DT</b>
Publication date	<b>PD</b>
<b>Reference search fields</b>	
Original language	<b>OL</b>
Number of reference document	<b>RN</b>
Document number	<b>ND</b>
Edition number of Supplement to the Official Journal	<b>OJ</b>
<b>Codification search fields</b>	
Type of document	<b>TD</b>
Type of contract	<b>NC</b>
Type of procedure	<b>PR</b>
Origin (applicable regulation of procurement)	<b>RP</b>
Type of tender, division into lots	<b>TY</b>
Criteria for award of contract	<b>AC</b>
Title of document	<b>TI</b>
Main activity	<b>MA</b>
Title of the main activity	<b>MN</b>
<b>Classification search fields</b>	
Original CPV code (until 16 September 2008)	<b>OC</b>
Original title of the CPV code (until 16 September 2008)	<b>ON</b>
Current CPV code (from 17 September 2008)	<b>PC</b>
Current title of the CPV code (from 17 September 2008)	<b>PN</b>
Current NUTS code	<b>RC</b>
Current title of the NUTS code	<b>RG</b>



Original NUTS code	<b>OY</b>
Original title of the NUTS code	<b>OX</b>
Directive	<b>DI</b>
<b>TED specific fields</b>	
Full text	<b>FT</b>

### Customising the search results display

You can customise the search results display by selecting a set of fields for a document as additional information and other settings.

- To customise the search results display, click on the *Preferences* link in the *My TED* section.
- In the *General details* section, you can set the following items to customise the display of the search result list.
  - *Number of items per search result* (10, 25, 50 or 100).
  - *Display search criteria in result list* to display the selected search options.
  - *Highlight full text search patterns* to highlight the text of the search on the results page (and in the document view).

In the section ‘Display in the list of search results’, you can set the information you would like to visualise in the notice listed in the search result.

- *Type of authority*: for information about the buyer (regional or local authority, body governed by public law, ministry or any other national or federal authority, other, etc.).
- *Type of document*: for information on document type (design notice, contract notice, prior information notice, etc.).
- *Type of procedure*: for information on procedure type (contract awards, design contest, prior information or periodic indicative notice, etc.).
- *Type of contract*: for information on contract nature (service contract, supply contract, works, etc.).

## Sorting the results list

Documents displayed in the results list can be sorted by document number, country, publication date and deadline date.

By default, TED uses ascending order in the following contexts:

- dates (such as publication date and deadline date) from the earliest date to the latest date;
- numbers (such as document number) from the smallest to the largest number;
- texts (such as country) in alphabetical order (A to Z).

To sort out the search results list, click on the arrows icon next to the heading. Click again if you want to sort in reverse order.

## Printing the search results list and the documents

You can print both the results list in the same format as it is displayed or you can print the actual content of these documents.

You can choose among three options:

- *Print list*: to print the results list;
- *Print selected documents*: to print only the content of selected documents from the list.
- *Print all documents*: to print the content of the documents (up to 100 documents) in one go.

## Download the documents of the search result list

You can download the documents resulting from the search performed, in these formats and options:

- in PDF and in the language of browsing;
- in PDF and in the original language;
- in XML.

## Refine search

You can refine your search criteria by going back to the *Standard search* window and the relative options.

## Statistics mode

This option summarises the data with a combination of two search fields in an X-axis and Y-axis format presentation, instead of a list.

You can combine any two available search fields to display the results in the statistics mode format.

To select the statistics mode option, do the following.

- Choose the search mask of your choice (standard or expert).
- Enter the search query of your choice in any of the search fields.
- Select the *Statistics mode* checkbox in the lower right-hand corner of the search window and press *Search*.
- A new window will appear where you will be asked to select the X and Y axis criteria to display the results table.
- Select one of the search fields from the *X-axis* drop-down list to be displayed in the X-axis.
- Select another search field from the *Y-axis* drop-down list to be displayed in the Y-axis.
- Click on *Update* to get the results you require.

Note: The *Your query* entry will be displayed in the search result page only if you check the option *Display search criteria in the result list* in the preferences window.

## Managing search profiles

This menu allows you to save your search criteria and use them to search for notices quickly.

This feature will help you to:

- store a set of arbitrary search criteria;
- specify up to five search profiles (or 25 if you are a registered user) as news alerts. An email with a list of notices will be sent to you if one of these search profiles matches new published documents;
- specify up to five search profiles to be set as RSS feeds;
- view the RSS feeds URL;
- modify your saved search profiles for further changes.

## Saving search profiles

To save a search criteria profile, do the following.

- Log in to TED.
- In the Advanced Search mask, select the options of your choice and enter your query.
- To save the current search criteria, click on the *Manage saved search > Save search criteria*
- Select a profile name to be used for your saved search profile.
- Use one of the following methods to choose a profile name:
  - If you wish to change a previously saved profile with the new options, select a profile name from the list. Click on *Save* to confirm
  - If you wish to create a new one, enter the name of your choice in the profile name field and click on *Save* to confirm.

## Accessing your saved search profiles

- Log in to TED with your username and password.
- To access your *Saved search profiles*, click on the *Saved search profiles* link, in the *My TED* section.

The search profiles can be updated by clicking on the left-hand side icons (edit, delete or rename). Another major feature of the Saved Search profiles is the email alerts.

You can set the Saved Search to receive email notifications of any notice published matching your search option.

Any Saved Search can be set as a daily, weekly, fortnightly and monthly email notification.

The Saved Search can also be set as a RSS feed.

## Printing search profiles

To print a search criteria profile:

- Log in to TED with your username and password.
- Select the search options in the respective fields.
- Click on *Manage saved search > Print search criteria*

## Modifying search profiles

To modify a saved search profile:

- Log in to TED with your username and password.

- Access your saved search profiles, through the *My TED* section, under *Saved search profile*.
- To modify a saved search profile, click on the icons corresponding to the profile to be modified. The search mask corresponding to your saved search profiles will be displayed.
- Make the required changes in the displayed search window and click on *Save* to confirm the entries.
- The modified profile will be stored in your saved search profiles, displaying the date and time of update.

### **Deleting search profiles**

To delete a saved search profile:

- Log in to TED with your username and password.
- Access the saved profiles through the *Saved search profiles* link under the *My TED* menu section.
- Click on the icon to delete the corresponding saved search profile.

## **Consultation of notices**

Notice consultation varies according to the Directives under which they were published.

For the Directives 2004/18/EC – 2004/17/EC - 2009/81/EC:

### **Viewing document in current language**

This allows document consultation in the selected language of navigation.

### **Viewing document in original language**

This allows document consultation in the original language of publication.

### **Viewing document as summary view**

This allows document consultation in the original language of publication with the automatic translations, into navigation language, as far as possible.

This option is available only to [registered users](#).

### **Viewing catalogue data of document**

This allows document consultation summarized by predefined categories of description.

### **Viewing document family**

This allows consultation of any documents related to the selected one.

### **Compact view**

This allows document consultation without any empty sections.

### **Expanded view**

This allows complete document consultation with all sections.

### **Accessing recently viewed documents**

This allows you to access recently visited documents (up to 10) and to print them.

For the Directives 2014/23/EU - 2014/24/EU - 2014/25/EU:

### **Viewing document in current language**

This allows full document consultation, in the original language of publication with the automatic translations, into navigation language, as far as possible.

### **Viewing document in original language**

This allows full document consultation in the original language of publication.

### **Viewing document in summary view**

This allows shortened document consultation in the selected language of navigation.

### **Viewing catalogue data of document**

This allows document consultation summarised by predefined categories of description.

### **Viewing document family**

This allows consultation of any documents related to the selected one.

**Compact view**

This allows document consultation without any empty sections.

**Expanded view**

This allows complete document consultation with all sections.

**Accessing recently viewed documents**

This allows you to access recently visited documents (up to 10) and to print them.

## Clipping list

The *Clipping list* facilitates the storage of notices for further easy consultation.

You can store a set of documents for easy access later on (up to 25 documents).

Notices saved in the clipping list can also be associated to an email date reminder, for example to warn about forthcoming deadline for submission of the tender.

To access the clipping list, do the following.

- Log in to TED with your username and password.
- Click on the *Clipping list* link, in the *My TED* section.



### **Adding a notice to your clipping list**

To save notices to your clipping list from the search result list, follow these steps:

- Select the notices you wish to add to the list and click on the *Save search > Save selected documents to your clipping list* link.
- A separate window appears asking you to confirm that the selected documents are to be added to your clipping list. You can also choose whether you want them to be removed automatically when they will expire and be moved to the archive.
- Click on *Save* to confirm.

### **Setting a reminder date for a clipping list document**

To set up a notice with a reminder date, do the following:

- Under the *Clipping list* option page, click on *Define* in the *Reminder* column, corresponding to the document you wish to set a reminder date.
- Enter a date in the *Reminder date* field in the format 'YYYYMMDD' or click on the date icon to expand and select the required date.

You can remove the reminder by clicking on *Remove* in the same window.

### **Deleting the reminder date from your clipping list document**

By deleting the reminder date from a clipping list document, you will not receive any further email alerts related to the particular notice.

To delete a reminder date from the clipping list, do the following.

- Under the *Clipping list* option page, click on *Define* in the *Reminder* column, corresponding to the document you wish to cancel the reminder date .
- The date will be displayed in the *Reminder date* (e.g. 20161016).
- Click on *Remove* to delete the date.

### **Printing clipping list documents**

You can print the list of clipped documents in the same format as the clipping list displays or you can print the actual content of these documents.

To print your list, you need to log in to TED.

Choose one of the following methods to print the clipping list documents.

- *Print selected documents*: to print the notices of your choice.
- *Print all documents*: to print all the documents in one go.

### **Deleting documents from your clipping list**

To delete a document from the *Clipping list*, click on the icon to delete a corresponding document.

An email warning will be sent to confirm the deletion of the notice from the list.

## **Personal address book**

The *Personal address book* feature enables you to store up to 10 email addresses to choose as a recipient's email address for sending out notices (*Send by email* function).

### **Adding an email address to your personal address book**

To configure your *Personal address book*, do the following.

- *Log in* to TED.
- Click on the *Personal address book* link in the *My TED* section.
- In the *New email address* field, type the email address you want to add.
- Click on *Add* to add the entry to the personal address book list. The email address will be added and displayed in the list.

You can save up to 10 email address.

### **Deleting email addresses from your personal address book**

To delete an email address from your *personal address book*, click on the cross button on the right-hand column, associated with the email address you wish to delete from the list

## **Sending an email**

To send a document to an email address, do the following.

- Log in to TED with your username and password.
- Select the document you wish to send.
- Click on the email icon on the top-right-hand menu.
  - Specify the *subject* (by default, the document title will be displayed) and a message to send.
- Enter a valid email address in the opposite field or select from the list an email address stored in your *Personal address book*.
- Click on *Send* to confirm. An email will be sent with a link to the document.

## **Saving a document as a PDF or XML**

You can select a document and save it as a PDF or XML file.

### **Saving a document as PDF**

To save a document in PDF format, do the following.

- Select the document from the list of notices or from a search results list.
- On the top-right-hand menu, click on the PDF icon.  
The PDF will be generated according to the type of display you are currently browsing for the notice (*Current language*, *Summary view*, *Original language*).
- A separate window appears asking you to open the PDF file or to save it to your hard drive.

### **Saving a document as XML**

To save a document in XML format, do the following.

- Select the document from the list of notices or from a search results list.
- On the top-right-hand menu, click on the XML icon.
- A separate window appears asking you to open the file or to save it to your hard drive.

## Other features

### XML Bulk download

The XML Bulk download page allows the downloading of XML packages for daily editions and monthly collections of editions, dating back from January 2011.

This feature is available only to [registered users](#).

### News

The news page summarises changes and updates made on the website and its policy.

### Configuring the notices alert service

As a registered user, you can set up a maximum of five search profiles if you are a non-registered user, or 25 if you are, *as news alert* service.

An email will be sent to you if one of these search profiles matches new published documents.

- Log in to TED with your username and password.
- Click on the *Saved search profiles* link, in the *My TED* section.
- Choose one of the following options from the drop-down list of the *Set as news alert* column:
  - *daily*: to receive news alerts daily;
  - *fortnightly*: to receive news alerts every two weeks;
  - *monthly*: to receive news alerts monthly;
  - *never*: to deselect previous settings.

### RSS feeds

RSS feeds send automatic updates on the latest documents published, divided by business sector.

This service is available for both [registered users](#) and anonymous users.

### My RSS feeds

[Registered users](#) can save up to five search profiles as customised RSS feeds.

To set up a customised RSS feeds list, do the following.

- Log in to TED with your username and password.
- In the left-hand pane, click on the *Customised RSS feeds* link to access *My RSS feeds*.
- The *My RSS feeds* window opens with a list of saved profile names under last update, name, and their respective links under *Available on*
- In the *Available on* column list, click on the dynamic RSS feed link you are interested in. The corresponding RSS feeds list with the latest content will be displayed.
- As a registered user, you can specify up to five search profiles to set as RSS feeds.

### Configuring customised RSS feeds

As a registered user, you can specify up to five search profiles to set as RSS feeds.

- Log in to TED with your username and password.

- To access your *Saved search profiles*, click on the *Saved search profiles* link, in the *My TED* section. The *Search profile list* window appears.
- You can see a *Set as RSS feed* column with a drop-down list from the displayed search profile list, where you can choose the following:
  - *Yes*: Select this if you wish to enable the RSS feed status for the corresponding search profile;
  - *No*: Select this if you wish to disable the RSS feed status for the corresponding search profile.

### **Subscribing to RSS feeds with a news reader**

For this feature, you will need a special RSS news reader or 'aggregator' that will allow you to collect and display any updates by the TED RSS service.

To subscribe to RSS feeds with a news reader, do the following.

- Choose a recommended reader to organise and read your content (or use your preferred reader).
- Click on the business sector RSS feeds link of your choice (or on a customised *My RSS feeds* link). A separate window opens, with a list of document links under the selected business.
- Clicking on this link enables you to subscribe to the feed in a number of ways, including by dragging the URL of the feed into your news reader or by cutting and pasting the same URL into a new feed in your news reader. Follow the instructions for your particular news reader, and then paste or drag this URL into the relevant location when your news reader asks you to do so.

### **Release calendar**

The release calendar gives details of the Official Journal S series and their corresponding publication dates for the current year.

You can access the different published editions by clicking on *Release calendar* (top-left hand side of the page).

### **Site map**

This page helps to browse the website by providing links to all its main topics.

### **Comments and feedback**

For suggestions, comments or feedback, please click on the *Contact* link in either the top or bottom menu to send your request through a contact form.

### **Important legal notice**

This page contains the disclaimer, the copyright notice and the privacy statement. It can be found on the link on the top or on the bottom of the page.

## **Machine translation**

The online machine translation service is available, free of charge, for all public procurement notices published in TED, from and to all 24 EU official languages.

The service is available only to [registered users](#).

The request can be submitted through the tab menus, to be found on the top of the notice of interest and will be made available shortly, via email, after the request is sent.

The translation will be available in PDF or HTML format.

Previously translated versions of the notice are also available to all [registered users](#) directly on the page of the notice.

## **Time stamped and signed PDF files**

The PDF files of notices published in the original language, available in the website, are time stamped and signed since 15-03-2015.

Time stamping and signature are provided by a contractor authorized by the Publications Office of the European Union.

The signature is valid for 5 years.

To view the signed PDF file version of the public procurement notice of your interest, open the notice displayed in the 'Original language' tab, and click on the upper right side icons of the window displaying the notice, corresponding to 'Display the signed PDF version'.



Last modified: 18/11/2016





■ Publications Office