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Features of the TED website

The main features of Tenders Electronic Daily (TED) are:

- **browse** – in the following topics:
  - business opportunity
  - business sector (using the common procurement vocabulary (CPV))
  - place of performance (using the NUTS nomenclature)
  - buyers

- **search** – to find specific documents (includes quick, advanced and expert search)

- **search results** – lists all documents that meet your search criteria

- **My Dashboard**
  - save up to 25 search profiles
  - select documents to look at later
  - access the news alert service features
  - get email updates on documents that have just been published

- **customising preferences** – to control the number of items per search results page and other aspects

- **bulk download of notices** in XML format

- **machine translation service** – from and into all EU official languages, for most notices.

Selecting a language

Pick the language you want to use for browsing from the drop-down list box in the top right corner of the homepage.

You can change language during a session.
Choose from among the EU’s 24 official languages.

Registered users

If you are a registered user, you can:

- save a user profile (preferences, main language, etc.)
- save search profiles to your account
- save documents in a dashboard for faster access
- save search profiles as email alerts or RSS feeds and get new notices of interest sent directly to your email inbox or RSS reader
- search the TED archive for up to 10 years back (data available from 1/1/2014)
- view notices in summary view
- use the machine translation function, which can translate from and into all EU official languages and which can be used for notices of any kind.

Creating a My TED account

To create a TED account, click Register here on the left of the homepage in the My TED section.
You will be redirected to the European Commission authentication service, EU Login, 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.

- To confirm registration, click the activation link you will be emailed.
- 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 Confirm.

**Modifying account details**

To modify your account details:

- log in to TED
- in the My TED section, click User profile
- enter your changes
- click Update to save all changes.

**Deleting your account**

You can delete your TED user account at any time. To delete it:

- log in to TED;
- in the My TED section, click User profile
- in the Delete your TED account section, click Delete.
- click Confirm in the confirmation window – this deletes all your personal data.

⚠️ Your account will be deleted automatically if it remains inactive for longer than 90 days. An automatic email will be sent to your email address before deletion. However, you can reactivate your account within 4 weeks of receiving the email. Simply click on the link provided in the email.

**Logging in**

To log in, go to the TED homepage.

- Click the Log in button in the left-hand menu.
- Enter your user name and password and click OK.

⚠️ You can log in to TED only if you have created an EU Login account (see ‘Creating a My TED account’).
Logging out

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

Browsing

Use TED’s Browse functions to find notices by topic. The topics and related information are divided up by:

- business opportunity – browse by specific document type
- business sector – browse by common procurement vocabulary (CPV) code
- place of performance – browse by country and region
- buyer – browse by tender procedure and contracting authority.

Browsing by business opportunity

Displays all current tenders. Tenders are divided by country of origin and document type, including active procurement procedures.

Browsing by business sector (CPV)

Displays published notices 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. For more information about CPV codes, see:


Browsing by place of performance (NUTS)

Displays tender documents published in the EU and in relevant non-EU countries, according to where the contract is awarded.

Countries and regions are categorised using the NUTS code system:

- [https://simap.ted.europa.eu/web/simap/nuts](https://simap.ted.europa.eu/web/simap/nuts)
- [https://ec.europa.eu/eurostat/web/nuts/background](https://ec.europa.eu/eurostat/web/nuts/background)

Browsing by place of performance (Map)

Find notices by the country where the contract is awarded. It uses the NUTS code system.
Browsing by buyer

Find notices by buyer. Each category contains information on the type of contract.

Searching for notices

Choose between 3 search types:

- quick search
- advanced search
- expert search.

There are 3 possible search ranges for the advanced search and the expert search options, depending on the scope you want: *Current OJ issue*, *Active notices* and *All notices*. The quick search option is restricted to *Active notices*.

Quick search

At the top right of any page:

- searches in the language of the interface
- can be used with any search criteria from the ‘Advanced search’ page
- has auto-completion, once you’ve entered at least 2 letters.

Advanced search

Search more precisely for notices by selecting 1 or more criteria (using a comma to separate them).

Options divided into several search criteria groups (*text*, *business opportunities*, *subject of the contract*, etc.)

All search groups can be collapsed or expanded.

The groups are:

- **Text:**
  - enter strings of characters from a document title, contract type, CPV code, etc.
  - use ‘**AND**’ to combine search words.

- **Business opportunities:**
  - **Planning** – search for prior information notice without call for competition, buyer profile, periodic indicative notice without call for competition and qualification system without call for competition.
  - **Competition** – search for contract notice, prequalification notices, request for proposals, prior information notice with call for competition, public works concession, design contest, services concession, call for expressions of interest,
periodic indicative notice with call for competition, qualification system with call for competition and dynamic purchasing system.

- **Result** – search for contract award notice, works contracts awarded by the concessionaire, concession award notice and results of design contests.
- **More options** – select the type of document from a detailed list.

- **Subject matter of the contract:**
  - **Common procurement vocabulary (CPV)** – search by product group and its classification, using the CPV code, e.g. chemical products (CPV code 24000000), gases (CPV code 24100000). See more on CPV codes at:
    - https://simap.ted.europa.eu/web/simap/cpv
  - **Type of contract** – search by contract type, e.g. works or supplies.
  - **Place of performance** – search using the NUTS code to see countries and regions where the contract will be performed. See more on NUTS codes at:
    - https://simap.ted.europa.eu/web/simap/nuts
    - https://ec.europa.eu/eurostat/web/nuts/background
  - **Total procurement value** – search by the amounts indicated in the fields ‘estimated total value of procurement’, for calls for tenders, and ‘total value of the procurement’, for contract awards, (Minimum and/or Maximum) as well as a specific Currency of the tender.

- **Procedure:**
  - **Type of procedure** – search by the type of procedure used for an invitation to tender, e.g. contract awards, open procedure, negotiated procedure.
  - **Languages in which tenders may be submitted** – search for notices in which economic operators are allowed to submit requests to participate in specific language(s).

- **Date:**
  - **Publication date** – date the notice was published.
  - **Deadline for submission** – deadline by which tenders or applications must be submitted.
  - **Deadline for requests for documents** – deadline by which tender documents can be requested by the economic operator. Applies only for contract notices or subcontract notices in the defence and security fields.

- **Published in the Supplement to the Official Journal:**
• **Notice publication number** – e.g. 255076-2016, 254884-2016.

• **Buyer:**
  - **Official name** – name of the buyer.
  - **National registration number** – e.g. ULG BE 0325 777 171.
  - **Country** – where the buyer is based.
  - **Town/city** – where the buyer is based.
  - **Type of buyer** – e.g. regional or local authority, European institution, international organisation.
  - **Main activity** – the main activity covered by the contract, e.g. education, health, or housing and community amenities.

• **Legal basis** – the EU public procurement directive(s) or regulation(s) under which the notice was issued:

**Expert search**

To convert your advanced search to an expert one, click *Switch to expert mode*.

The expert search page will be displayed containing the search criteria you already entered on the advanced search page.

*Expert search* allows you to use all available search fields, in any combination you choose, by using the common command language (CCL).

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

The format of syntax used by TED is the following:

XX = [value]

XX is the code or the abbreviation of the search field, comprising 2 letters. The value can be 1 character or a string of characters, a date, a range of numbers, or simply a wildcard.

**Syntax rules for expert search**

You can use a standardised query language (CCL) to make your search:

- the search term must always be enclosed in square brackets
- a set of criteria 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 criteria with a range of values
• use the Boolean operators AND and OR to combine several criteria. You can also place NOT in front of a criterion, to exclude it.

The system processes your search query as in the following order:
• commands in brackets are analysed
• commands not in brackets are analysed, where:
  o NOT has precedence over AND
  o AND has precedence over OR.

⚠️ Search terms containing a space must be placed in double quotation marks (" ").

Examples

<table>
<thead>
<tr>
<th>What you’re looking for</th>
<th>What you enter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document type</strong></td>
<td></td>
</tr>
<tr>
<td>E.g. design contest or contract notice</td>
<td>TD=[D OR 3]</td>
</tr>
<tr>
<td><strong>Documents by country and CPV code</strong></td>
<td></td>
</tr>
<tr>
<td>E.g. Germany (DE), France (FR) or Italy (IT), containing CPV codes for ‘Mining, basic metals and related products’ or ‘Financial and insurance services’</td>
<td>CY=[DE OR FR OR IT] AND PC=[14* OR 66*]</td>
</tr>
<tr>
<td><strong>Documents by country, CPV code, contract and a full text</strong></td>
<td></td>
</tr>
</tbody>
</table>

Search fields and related codes

<table>
<thead>
<tr>
<th>Type of authority (code AA) = Type of buyer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Value</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Ministry and any other national or federal authorities</td>
</tr>
<tr>
<td>3</td>
<td>Regional and local authorities</td>
</tr>
<tr>
<td>4</td>
<td>Utilities entity</td>
</tr>
<tr>
<td>5</td>
<td>EU institution/agency or international organisation</td>
</tr>
<tr>
<td>6</td>
<td>Body governed by public law</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>N</td>
<td>National and federal agencies</td>
</tr>
<tr>
<td>R</td>
<td>Regional and local agencies</td>
</tr>
<tr>
<td>8 or 9 or Z</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Award criteria (code AC)**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lowest price</td>
</tr>
<tr>
<td>2</td>
<td>The most economic tender</td>
</tr>
<tr>
<td>3</td>
<td>Mixed</td>
</tr>
<tr>
<td>8 or 9 or Z</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Legal basis (code DI)**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/24/EU</td>
<td>General contracts (Directive 2014/24/EU)</td>
</tr>
<tr>
<td>966/2012 or 1046/2018</td>
<td>EU institutions' contracts (Regulation 2018/1046/EU)</td>
</tr>
<tr>
<td>2009/81/EC</td>
<td>Defence contracts (Directive 2009/81/EC)</td>
</tr>
<tr>
<td>1370/2007</td>
<td>Public passenger transport contracts (Regulation 1370/2007/EC)</td>
</tr>
<tr>
<td>2004/18/EC</td>
<td>Old general contracts (Directive 2004/18/EC, no longer in force)</td>
</tr>
<tr>
<td>CODE_OTHERS</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Main activities (code MA)**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Housing and community amenities</td>
</tr>
<tr>
<td>B</td>
<td>Social protection</td>
</tr>
<tr>
<td>C</td>
<td>Recreation, culture and religion</td>
</tr>
<tr>
<td>D</td>
<td>Defence</td>
</tr>
<tr>
<td>E</td>
<td>Environment</td>
</tr>
<tr>
<td>F</td>
<td>Economic and financial affairs</td>
</tr>
<tr>
<td>G</td>
<td>Production, transport and distribution of gas and heat</td>
</tr>
<tr>
<td>Type of contract (code NC)</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Value 1</td>
<td>Works</td>
</tr>
<tr>
<td>Value 2</td>
<td>Supplies</td>
</tr>
<tr>
<td>Value 3</td>
<td>Combined</td>
</tr>
<tr>
<td>Value 4</td>
<td>Services</td>
</tr>
<tr>
<td>8 or 9 or Z</td>
<td>Not defined</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of procedure (code PR)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value 1</td>
<td>Open procedure</td>
</tr>
<tr>
<td>Value 2</td>
<td>Restricted procedure</td>
</tr>
<tr>
<td>Value 3</td>
<td>Accelerated restricted procedure</td>
</tr>
<tr>
<td>Value 4</td>
<td>Negotiated procedure</td>
</tr>
<tr>
<td>Value 6</td>
<td>Accelerated negotiated procedure</td>
</tr>
<tr>
<td>Value A</td>
<td>Direct award</td>
</tr>
<tr>
<td>Value B</td>
<td>Competitive procedure with negotiation</td>
</tr>
<tr>
<td>Value C</td>
<td>Competitive dialogue</td>
</tr>
<tr>
<td>E</td>
<td>Concession award procedure</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------</td>
</tr>
<tr>
<td>F</td>
<td>Concession award without prior concession notice</td>
</tr>
<tr>
<td>G</td>
<td>Innovation partnership</td>
</tr>
<tr>
<td>T</td>
<td>Negotiated without a prior call for competition</td>
</tr>
<tr>
<td>V</td>
<td>Contract award without prior publication</td>
</tr>
<tr>
<td>Z or 8 or 9</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Market regulation (code RP)**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>PHARE, TACIS and countries of central and eastern Europe</td>
</tr>
<tr>
<td>1</td>
<td>External aid and European Development Fund</td>
</tr>
<tr>
<td>2</td>
<td>European Investment Bank, European Investment Fund, European Bank for Reconstruction and Development</td>
</tr>
<tr>
<td>3</td>
<td>European institution/agency or international organisation</td>
</tr>
<tr>
<td>4</td>
<td>European Union</td>
</tr>
<tr>
<td>5</td>
<td>European Union, with participation by GPA countries</td>
</tr>
<tr>
<td>6</td>
<td>European Economic Area (EEA)</td>
</tr>
<tr>
<td>7</td>
<td>GPA (Government Procurement Agreement)</td>
</tr>
<tr>
<td>B</td>
<td>European Economic Area (EEA), with participation by GPA countries</td>
</tr>
<tr>
<td>S</td>
<td>Agreement between the EU and Switzerland</td>
</tr>
<tr>
<td>Z or 8 or 9</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Type of document (code TD) = Business opportunities**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Prior information notice without call for competition</td>
</tr>
<tr>
<td>1</td>
<td>Corrigendum</td>
</tr>
<tr>
<td>2</td>
<td>Additional information</td>
</tr>
<tr>
<td>3</td>
<td>Contract notice</td>
</tr>
<tr>
<td>4</td>
<td>Prequalification notices</td>
</tr>
<tr>
<td>5</td>
<td>Request for proposals</td>
</tr>
<tr>
<td>6</td>
<td>General information</td>
</tr>
<tr>
<td>7</td>
<td>Contract award notice</td>
</tr>
<tr>
<td>A</td>
<td>Prior information notice with call for competition</td>
</tr>
<tr>
<td>B</td>
<td>Buyer profile</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>C</td>
<td>Works concession</td>
</tr>
<tr>
<td>D</td>
<td>Design contest</td>
</tr>
<tr>
<td>E</td>
<td>Works contracts awarded by the concessionaire</td>
</tr>
<tr>
<td>F</td>
<td>Subcontracts notice (in the defence and security fields)</td>
</tr>
<tr>
<td>G</td>
<td>European economic interest grouping (EEIG)</td>
</tr>
<tr>
<td>H</td>
<td>Services concession</td>
</tr>
<tr>
<td>I</td>
<td>Call for expressions of interest</td>
</tr>
<tr>
<td>J</td>
<td>Concession award notice</td>
</tr>
<tr>
<td>K</td>
<td>Modification of a contract/concession during its term</td>
</tr>
<tr>
<td>M</td>
<td>Periodic indicative notice (PIN) with call for competition</td>
</tr>
<tr>
<td>O</td>
<td>Qualification system with call for competition</td>
</tr>
<tr>
<td>P</td>
<td>Periodic indicative notice (PIN) without call for competition</td>
</tr>
<tr>
<td>Q</td>
<td>Qualification system without call for competition</td>
</tr>
<tr>
<td>R</td>
<td>Results of design contests</td>
</tr>
<tr>
<td>S</td>
<td>European Company / European Cooperative Society</td>
</tr>
<tr>
<td>Y</td>
<td>Dynamic purchasing system</td>
</tr>
<tr>
<td>V</td>
<td>Voluntary ex ante transparency notice</td>
</tr>
<tr>
<td>8 or 9</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Type of bid (code TY)**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Submission for all lots</td>
</tr>
<tr>
<td>2</td>
<td>Submission for 1 lot only</td>
</tr>
<tr>
<td>3</td>
<td>Submission for 1 or more lots</td>
</tr>
<tr>
<td>8 or 9 or Z</td>
<td>Other</td>
</tr>
</tbody>
</table>

**European institutions (code HA) = Type of buyer**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG</td>
<td>Agencies</td>
</tr>
<tr>
<td>AP</td>
<td>External aid programmes</td>
</tr>
<tr>
<td>BC</td>
<td>European Central Bank</td>
</tr>
<tr>
<td>BI</td>
<td>European Investment Bank</td>
</tr>
<tr>
<td>BR</td>
<td>European Bank of Reconstruction and Development</td>
</tr>
<tr>
<td>CA</td>
<td>European Court of Auditors</td>
</tr>
<tr>
<td>CJ</td>
<td>Court of Justice of the European Union</td>
</tr>
<tr>
<td>CL</td>
<td>Council of the European Union</td>
</tr>
<tr>
<td>CR</td>
<td>European Committee of the Regions</td>
</tr>
<tr>
<td>EA</td>
<td>European External Action Service</td>
</tr>
<tr>
<td>EC</td>
<td>European Commission</td>
</tr>
<tr>
<td>ES</td>
<td>European Economic and Social Committee</td>
</tr>
<tr>
<td>FI</td>
<td>European Investment Fund</td>
</tr>
<tr>
<td>OB</td>
<td>European Patent Organisation</td>
</tr>
<tr>
<td>OP</td>
<td>Publications Office of the European Union</td>
</tr>
<tr>
<td>PA</td>
<td>European Parliament</td>
</tr>
<tr>
<td>TX</td>
<td>External aid and European Development Fund</td>
</tr>
</tbody>
</table>

**List of other codes corresponding to the different searches**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Official name of the buyer</td>
</tr>
<tr>
<td>BI</td>
<td>National registration number of the buyer</td>
</tr>
<tr>
<td>CY</td>
<td>Country of the buyer</td>
</tr>
<tr>
<td>DD</td>
<td>Deadline for requests for documents</td>
</tr>
<tr>
<td>DS</td>
<td>Document sent</td>
</tr>
<tr>
<td>DT</td>
<td>Deadline for submission</td>
</tr>
<tr>
<td>FT</td>
<td>Text search</td>
</tr>
<tr>
<td>IA</td>
<td>Internet address of the buyer</td>
</tr>
<tr>
<td>ND</td>
<td>Notice publication number</td>
</tr>
<tr>
<td>NL</td>
<td>Number of lots</td>
</tr>
<tr>
<td>OJ</td>
<td>OJ S issue number</td>
</tr>
<tr>
<td>PC</td>
<td>CPV code</td>
</tr>
<tr>
<td>PD</td>
<td>Publication date</td>
</tr>
<tr>
<td>PN</td>
<td>Title of the CPV code</td>
</tr>
<tr>
<td>RC</td>
<td>NUTS code</td>
</tr>
<tr>
<td>RG</td>
<td>Title of the NUTS code</td>
</tr>
<tr>
<td>RN</td>
<td>Original notice reference number</td>
</tr>
<tr>
<td>SUB_LG</td>
<td>Languages in which tenders or requests to participate may be submitted</td>
</tr>
<tr>
<td>TI</td>
<td>Title of the notice</td>
</tr>
<tr>
<td>TV</td>
<td>Total value or estimated total value of the procurement</td>
</tr>
</tbody>
</table>
Statistics mode

Tick the Statistics mode box in the search form to view statistics on selected search fields, instead of
the results list.

Instead of a list, this option presents a visual summary of the data, with 2 search fields combined in
an X-axis and Y-axis format.

You can combine any 2 available search fields to display the results in this way:

- choose a search option (advanced or expert)
- enter a search query in any search field
- tick the Statistics mode box (in the top right corner in Advanced search or lower right corner
  of Expert search)
- press Search
- when a new window appears, select the display mode for your results as X and Y-axis
- select a search field from the X-axis drop-down
- select a search field from the Y-axis drop-down
- click Update.

⚠️ The results page displays your search criteria only if you ticked the option Display search criteria
in the result list in the Preferences window.

Customising the search results display

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

- To customise the search results display, go to the My TED section and click Preferences.
- In the General details section, you can set the following items to customise the way in which
  the search results list is displayed.
  - Number of items per search results page (10, 25, 50 or 100).
  - Display search criteria in results list – displays the options you selected for your search.
  - Highlight full text search patterns – highlights the text you searched for in the results
    page (and in document view).

In the section ‘Display in the list of search results’, you can set the information you would like to
display in the notices listed in the search results:
- **Type of authority** - is the buyer a regional/local authority / body governed by public law / ministry or other national/federal authority / some other type?
- **Type of document** - is it a design contest, contract or prior information notice?
- **Type of procedure** - is it an open, negotiated or restricted procedure?
- **Type of contract** - is it a service, supply or works contract?

### Sorting the results list

The documents displayed can be sorted by document number, country, publication date and deadline.

TED automatically uses descending order for:
- dates (e.g. publication date, deadline) - from latest to earliest
- numbers (e.g. notice publication number) - from largest to smallest
- text (such as country name) - in reverse alphabetical order (Z-A).

To sort the results list, click the arrow next to each heading. Click again to sort in reverse order.

### Printing the results list and the documents

You can print the results list in the format in which it is displayed. Alternatively, you can print the actual content of the documents.

Choose from 3 options:
- Print list - to print the results list
- Print selected documents - to print only the content of documents you select from the list
- Print all documents - to print the content of the documents (up to 100) in one go.

### Downloading documents from the results list

If you are a registered user, you can download these documents in the following formats and options:
- in PDF and in the language of browsing;
- in PDF and in the original language;
- in XML.

### Refining the search

Click **Refine search** to go back to the search window and the relevant options.
Managing search profiles

This menu allows you to save your search criteria and use them to search for notices quickly in the future. This feature will help you to:

- store a set of search criteria you have determined
- specify up to 25 search profiles as news alerts. If one of these profiles matches new published documents, an email with a list of notices will be sent to you
- specify up to 25 search profiles to be set as RSS feeds
- view the RSS feeds URL
- make further changes to your saved search profiles

Saving search profiles

To save a search criteria profile:

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

Accessing your saved search profiles

- Log in to TED
- Click My dashboard in the My TED section
- Your saved searches are displayed in the Saved searches tab.

You can update the search profiles by clicking on the icon in the Actions column (edit, edit query or delete).

Email alerts based on saved search profiles

You can set your saved search so that you are automatically notified of any published notice that matches your search options, in the form of:

- email alerts (daily, weekly, fortnightly or monthly).
- an RSS feed.
Printing search profiles

- Log in to TED
- Enter the criteria (Advanced or Expert search).
- Click Manage saved search > Print search criteria.

Modifying search profiles

- Log in to TED
- Access your saved search profiles, through the My Dashboard link in the My TED section
- Click the icon in the Actions column for the profile you want to change and select Edit query. The window with your saved criteria will be displayed
- Make the required changes in this window and click Save changes
- The modified profile will be stored in your saved search profiles.

Deleting search profiles

- Log in to TED.
- Access the saved profiles through the My dashboard link in the My TED section.
- Click the icon in the Actions column on the line for the profile you want to delete, and select Delete.

Consulting notices

The way in which notices are consulted varies according to the directives under which they were published.

- For Directives 2004/18/EC – 2004/17/EC - 2009/81/EC:
  - Viewing document in current language - lets you view the document in the language you are browsing in
  - Viewing document in original language - lets you view the document in the language of publication
  - Viewing document as summary view - lets you view the document in the original language of publication, with – as far as possible – automatic translations into the language you’re browsing in. Only for registered users
  - Viewing catalogue data of document – lets you view the metadata for the document
  - Viewing document family - lets you view any document associated with the one selected
  - Compact view - lets you view a document without any empty sections
  - Expanded view - lets you view complete documents with all sections
For Directives 2014/23/EU - 2014/24/EU - 2014/25/EU:

- **Viewing document in current language** – lets you view the full document, in the original language of publication with – as far as possible – automatic translations into the language you’re browsing in
- **Viewing document in original language** – lets you view the full document in the original language of publication
- **Viewing document in summary view** – lets you view the shortened document in the language you’re browsing in
- **Viewing catalogue data of document** – lets you view the metadata for the document
- **Viewing document family** – lets you view any document associated with the one selected
- **Compact view** – lets you view the document without any empty sections
- **Expanded view** – lets you view the complete document with all sections

**My Dashboard**

This enables you to store a set of notices (up to 25) for easy access later on.

Notices saved in *My Dashboard* can also be linked with an email date reminder, for example to alert you to a forthcoming deadline for submitting a tender.

To access *My Dashboard*:

- Log in to TED
- Go to *My TED* and click *My Dashboard*

**Adding a notice to My Dashboard**

To save notices from the search results list:

- Select the notices you wish to add to the list and click *Save search > Follow these notices*.
- A separate window appears asking you to confirm that the selected documents are to be added to your dashboard. You can also choose whether you want them to be removed automatically when archived.
- Click *Save* to confirm.

**Setting a reminder date for a document saved in My Dashboard**

To set up a notice with a reminder date:
• Under the My Dashboard page, in the My notices section, click the icon in the Actions column on the line corresponding to the document for which you wish to set a reminder date. Select Edit.

• Enter a date in the Reminder date field in the format DD/MM/YYYY. Alternatively, click the calendar icon to expand and select the required date.

You can also tick the box 'Activate alerts' to receive email alerts when a document in the same document family is published.

Deleting the reminder date from a document saved in My Dashboard

This means you will receive no further email alerts about the notice in question.

To delete a reminder date from a document saved in My Dashboard:

• In the My Notices section in the My Dashboard page, click the icon in the Actions column on the line corresponding to the document for which you wish to cancel the reminder date. Select Edit.

• The date will be displayed in the Reminder date field (e.g. 10/16/2016).

• Remove the date from this field and click Save.

Printing saved documents

• Log in to TED and go to My Dashboard in the My TED section

• Select the documents in the My Notices section at the bottom of the page

• Click Bulk actions > Print selected.

Deleting documents from My notices in My Dashboard

Click the icon in the Actions column on the line for the document you want to delete. Select Delete.

Personal address book

This feature lets you 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:

• Log in to TED

• Click the Personal address book in the My TED section.

• In the Add e-mail in address book field, type the email address you want to add.
• Click on Add to add the entry to your personal address book list. The email address will be added and displayed in the list.

You can save up to 10 addresses.

Deleting email addresses from your personal address book

To delete an email address from your Personal address book, click on the cross in the Actions column on the line of the address you wish to delete.

Sending an email

To send a document to an email address:

• Log in to TED

• Open the document you want to send, from the list of notices or from a search results list.

• Click the email icon in the top right menu. Specify the subject (by default, the document title will be displayed) and a message to send.

• Enter a valid email address in the email field, or select one from the list stored in your Personal address book.

• Click Send to confirm. An email will be sent with a link to the document.

Saving a document as PDF or XML

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

Saving a document as PDF

• Open the document from the list of notices, or from a search results list.

• In the top right menu, click the PDF icon.

• The PDF will be generated and downloaded in the format you are currently viewing the notice in (current language, summary view, original language).

• A separate window will appear asking you to open the PDF file or to save it to your hard drive.

Saving a document as XML

• Open the document from the list of notices or from a search results list.

• In the top right menu, click the XML icon.

• A separate window will appear asking you to open the file or to save it to your hard drive.
Other features

XML bulk downloads
The XML bulk downloads page lets you download XML packages for daily editions and monthly collections of editions, dating back to January 2011.

Site news
The news page summarises changes and updates to the website and its policy.

Configuring the notice alert service
As a registered user, you can set up a maximum of 25 search profiles as a news alert service. An email will be sent to you if one of these search profiles matches new published documents.

• Log in to TED
• Go to My TED and click My Dashboard
• In the Saved searches tab, click the Actions button corresponding to your search profile and select Edit
• In the Select the news alert frequency field, choose from daily/fortnightly/monthly/never

RSS feeds
RSS feeds send automatic updates on the latest documents published, broken down by business sector. This service is available to registered and unregistered users alike.

Displaying your customised RSS feeds
Registered users can save up to 25 search profiles as customised RSS feeds. To access your customised list:

• Log in to TED
• In the left pane, click My Dashboard in the My TED section
• In the Saved searches tab, click the RSS feed icon in the RSS feed column for the search you are interested in. The system will display a list of the latest content for that feed.

The number of items displayed for your customised RSS feeds can be modified in the Preferences in your My TED section. To modify the number of items displayed:

• Log in to TED
• Click Preferences in the My TED section
• Select a value from the drop-down list for the Number of items for custom RSS field (10, 25, 50, 100, 250 or 500).

Deactivating your customised RSS feeds

RSS feeds are activated by default for all searches saved in My Dashboard.

To deactivate a feed:
• Log in to TED
• Access your saved search profiles (through the My Dashboard link in the My TED section)
• Click the icon in the Actions column on the line for the search for which you want to deactivate the RSS feed
• Select Edit
• Untick the box Activate the RSS feed and click Save

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:
• Choose a recommended reader to organise and read your content (or use your preferred reader)
• Click the business sector RSS feeds link, on the left side of the homepage or, as a registered user, access your Saved searches via My Dashboard in My TED
• Click the RSS feed you are interested in. A separate window will open, with a list of document links
• Clicking this link enables you to subscribe to the feed in a number of ways, such as:
  – dragging the URL of the feed into your reader
  – pasting the URL into a new feed in your 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

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

To access the various published editions, click Release calendar (top left of the page).
Site map
This page helps you browse the website by providing links to all the main content.

Comments and feedback
Click Contact in either the top or the bottom menu. Use a contact form to send us your suggestions or other feedback.

Legal notice
This page contains the disclaimer, copyright notice and privacy statement. Click the link at the top or bottom of the page to view them.

Machine translation
You can use the free online machine translation service for most public procurement notices published in TED. It works from and into all 24 EU official languages.

The service is available only to registered users.

To request a translation, use the tab menus at the top of any notice that interests you. You will receive your translation (available in PDF or HTML) by email shortly afterwards.

If you are a registered user, you can also see any previously translated versions of the notice on the notice page.

Time-stamped and signed PDF files
Since 15 March 2015, PDF files for notices published in their original language on the website have been time stamped and signed.

This service is provided by a contractor authorised by the Publications Office of the European Union.

The signature remains valid for 5 years.

To view the signed PDF file version of a notice you are interested in, open the notice displayed under the ‘Original language’ tab, and click the icon for ‘Display the signed PDF version’ on the upper right side of the window displaying the notice. The time-stamped notice will download automatically.

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