



Ted Help Pages

TED Help Pages

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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:

- <https://simap.ted.europa.eu/web/simap/cpv>
- <https://ec.europa.eu/growth/single-market/public-procurement/digital/common-vocabulary>
- <https://eur-lex.europa.eu/eli/reg/2008/213/oj>

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://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 S 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>
 - <https://ec.europa.eu/growth/single-market/public-procurement/digital/common-vocabulary>
 - <https://eur-lex.europa.eu/eli/reg/2008/213/oj>
 - **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:**
 - **OJ S issue number** – notices published in a particular OJ edition.

- **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:
 - https://ec.europa.eu/growth/single-market/public-procurement_en
 - <https://ec.europa.eu/growth/single-market/public-procurement/rules-implementation>

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:
 - *NOT* has precedence over *AND*
 - *AND* has precedence over *OR*.

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

Examples

What you're looking for	What you enter
Document type E.g. design contest or contract notice	TD=[D OR 3]
Documents by country and CPV code E.g. Germany (DE), France (FR) or Italy (IT), containing CPV codes for 'Mining, basic metals and related products' or 'Financial and insurance services'	CY=[DE OR FR OR IT] AND PC=[14* OR 66*]
Documents by country, CPV code, contract and a full text E.g. France (FR) containing 'Construction work' for 'Service contract' with the string Sewa*	CY=[FR] AND PC=[45*] AND NC=[4] AND (FT=[Sewa*])

Search fields and related codes

Type of authority (code AA) = Type of buyer	
Value	Description
1	Ministry and any other national or federal authorities
3	Regional and local authorities
4	Utilities entity
5	EU institution/agency or international organisation

6	Body governed by public law
N	National and federal agencies
R	Regional and local agencies
8 or 9 or Z	Other

Award criteria (code AC)	
Value	Description
1	Lowest price
2	The most economic tender
3	Mixed
8 or 9 or Z	Other

Legal basis (code DI)	
Value	Description
2014/23/EU	Concession contracts (Directive 2014/23/EU)
2014/24/EU	General contracts (Directive 2014/24/EU)
2014/25/EU	Utility contracts – water, energy, transport and postal services (Directive 2014/25/EU)
966/2012 or 1046/2018	EU institutions' contracts (Regulation 2018/1046/EU)
2009/81/EC	Defence contracts (Directive 2009/81/EC)
1370/2007	Public passenger transport contracts (Regulation 1370/2007/EC)
2004/17/EC	Old utility contracts (Directive 2004/17/EC, no longer in force)
2004/18/EC	Old general contracts (Directive 2004/18/EC, no longer in force)
CODE_OTHERS	Other

Main activities (code MA)	
Value	Description
A	Housing and community amenities
B	Social protection
C	Recreation, culture and religion
D	Defence
E	Environment
F	Economic and financial affairs
G	Production, transport and distribution of gas and heat

H	Health
I	Airport-related activities
J	Extraction of gas and oil
K	Port-related activities / Maritime or inland waterway
L	Education
M	Exploration and extraction of coal and other solid fuels
N	Electricity
O	Other
P	Postal services
R	Railway services
S	General public services
T	Urban railway / light rail, metro, tramway, trolleybus or bus services
U	Public order and safety
W	Water
8 or 9 or Z	Other

Type of contract (code NC)	
Value	Description
1	Works
2	Supplies
3	Combined
4	Services
8 or 9 or Z	Not defined

Type of procedure (code PR)	
Value	Description
1	Open procedure
2	Restricted procedure
3	Accelerated restricted procedure
4	Negotiated procedure
6	Accelerated negotiated procedure
A	Direct award
B	Competitive procedure with negotiation
C	Competitive dialogue

E	Concession award procedure
F	Concession award without prior concession notice
G	Innovation partnership
T	Negotiated without a prior call for competition
V	Contract award without prior publication
Z or 8 or 9	Other

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

Type of document (code TD) = Business opportunities	
Value	Description
0	Prior information notice without call for competition
1	Corrigendum
2	Additional information
3	Contract notice
4	Prequalification notices
5	Request for proposals
6	General information
7	Contract award notice
A	Prior information notice with call for competition
B	Buyer profile

C	Works concession
D	Design contest
E	Works contracts awarded by the concessionaire
F	Subcontracts notice (in the defence and security fields)
G	European economic interest grouping (EEIG)
H	Services concession
I	Call for expressions of interest
J	Concession award notice
K	Modification of a contract/concession during its term
M	Periodic indicative notice (PIN) with call for competition
O	Qualification system with call for competition
P	Periodic indicative notice (PIN) without call for competition
Q	Qualification system without call for competition
R	Results of design contests
S	European Company / European Cooperative Society
Y	Dynamic purchasing system
V	Voluntary ex ante transparency notice
8 or 9	Other

Type of bid (code TY)	
Value	Description
1	Submission for all lots
2	Submission for 1 lot only
3	Submission for 1 or more lots
8 or 9 or Z	Other

European institutions (code HA) = Type of buyer	
Value	Description
AG	Agencies
AP	External aid programmes
BC	European Central Bank
BI	European Investment Bank
BR	European Bank of Reconstruction and Development
CA	European Court of Auditors

CJ	Court of Justice of the European Union
CL	Council of the European Union
CR	European Committee of the Regions
EA	European External Action Service
EC	European Commission
ES	European Economic and Social Committee
FI	European Investment Fund
OB	European Patent Organisation
OP	Publications Office of the European Union
PA	European Parliament
TX	External aid and European Development Fund

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

TV_CUR	Currency of the total value or of the estimated total value of the procurement
TW	Town/city of the buyer


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 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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