



These are the consolidated Questions and Answers (Q&A) addressed during the first TED eNotices2 webinar on 19 September 2023. The replies to questions given live during the webinar have been reviewed, regrouped or modified for a more cohesive and complete response.

The Publications Office (OP) has followed up on the comments made and may have modified its approach accordingly. Some answers may therefore no longer be up to date.

*Questions from the participants:*

#### **AVAILABILITY OF TED ENOTICES2**

- Is it already possible to use eNotices2 to publish on TED? Or do I have to wait until 25.10.2023?

*Answer:* eNotices2 has been available since 14 November 2022.

#### **CREATE ORGANISATION: USING “MY FORMS SETTINGS” AND “ADDRESS BOOK”**

- When I enter an organisation, does it remain stored for future publications?

*Answer:* Information related to your organization as main buyer can be saved and updated in ‘My forms settings’, under the tab ‘Main buyer settings’. Once you save it, the information of your organisation will be imported automatically in each new notice you create.

If you wish to save other organisations to be used in future notices, you can create new addresses in the page ‘Address book’. Organisations saved in the Address book can be imported later into notices.

As an alternative, you can also create an organisation inside your notice and export it. Exported organisations will be saved in the Address book.

- Is the address book going to be extended by TED?

*Answer:* The participant is invited to contact TED Helpdesk to clarify this question.

- Is my Address book available only for me, or to everyone in my organization?

*Answer:* Your Address book is available only for your account.

- In My form settings: why can't we save also other organisation data (e.g. the review organisation)?

*Answer:* In the forms settings it is possible to save the data of your own organisation as Main buyer. Organisations other than the main buyer can be saved in the Address book and imported in the notices when needed.

- Do we need to insert every promoter individually each time?

*Answer:* Organisations can be saved in the Address book and imported in the notices when needed.

- Is it possible for one person to be part of several organizations?

*Answer:* No, one eNotices2 user can belong only to one structured organisation in the application. However, it is possible to belong to several workgroups at the same time.

When you create a structured organisation, please note that this action cannot be reserved. You will lose access to all notices you have created until that moment, as in this new context, you are acting on behalf of an organisation such as a public administration.

- Can the eSenders make use of these form setting options or is it only available directly on the eNotices2 portal?

*Answer:* The form settings is a feature of eNotices2 that is only available for users of eNotices2 web interface.

- Do we have to manually transfer all buyers/customers from eNotices to eNotices2?

*Answer:* Members of a workgroup in eNotices are not transferred to eNotices2. However, you can create a workgroup in eNotices2 and send an affiliation request to invite other eNotices2 users to join your workgroup.

## **MY NOTICES**

- Will be it possible to transfer all the archives we currently have to our eNotices2 account? Will everything that is now in eNotices be transferred automatically in eNotices2?

*Answer:* There is no migration of information between eNotices and eNotices2. Notices that have been published already with eNotices are available on TED. It is possible to import from TED the notices you need to continue the procedure and create change notices.

- Will notices created in eNotices be lost if they are not copied to eNotices2?

*Answer:* Notices in draft status in eNotices will be lost. All notices in published status can be retrieved from the TED website.

## **CREATE NOTICE**

- Can notices be copied or transferred from the Preview environment to the live system or do they need to be completely retyped in the live system?

*Answer:* Notices cannot be transferred automatically from the Preview environment to the Production environment of eNotices2. However, you can download an XML copy of a notice from the Preview environment by using the functions 'Actions' > 'Export' that are available for each notice and import it to the Production environment with the action 'Import a notice'.

- In the beginning when you choose the form you can fill in a name so that you can find it. Can I change the name later, if I forgot to fill in the name?

*Answer:* The name of a procedure or notice group can be assigned during the creation of a notice. However, it is always possible to change it later. This is only a name that is used within the application to save procedure or notice groups and help keep track of them. This action will not change the title of the procedure inside the notice.

- Is there a limit to the number of characters in the free fields?

*Answer:* Yes, there is a limit to the number of characters allowed for all free text fields. The number of characters allowed is displayed next to each free text field.

## **BUYER**

- Legal type of the buyer (BT-11) should cover for more cases or "other".

*Answer:* Please contact the TED Helpdesk if you need believe you need other types of buyers.

- Is the information in BT-11 a "feature" of the organization or it could differ for each notice?

*Answer:* BT-11 is an information related to the buyer of a procurement notice. It depends on the buyer legal type.

#### **PROCEDURE\_TENDERING TERMS: EXCLUSION GROUNDS**

- Regarding the 2.1.6 grounds of exclusion, is there a way to add them all together, and not one by one?

*Answer:* Exclusion grounds must be selected and added one by one.

#### **PROCEDURE\_PURPOSE: LEGAL BASIS**

- Are the eForms applicable to external aid also? Regulation (EU, Euratom) No 2018/1046 Procurement award procedure applying to European Union external actions financed from the general budget of the European Union?

*Answer:* Notices under Regulation (EU, Euratom) 2018/1046 can be published with eForms. An option 'Regulation (EU, Euratom) 2018/1046' is available in the field 'Legal basis of the procedure (BT-01-notice)'.

- Under which legal basis are notices from non-EU buyers that are not subject to any EU directive or regulation supposed to be published? Up to now, it was possible to select 'other legal basis'. Will that still be possible?

*Answer:* The option 'Other' is still available for legal basis in eForms.

- Can contracting authorities from the UK use eNotices2?

*Answer:* Yes, contracting authorities from UK can use eNotices2 to submit procurement notices where EU funds are used and also for notices related to procedures published until 31 December 2020.

When it applies, field 'BT-60-Lot' can be used to indicate that EU funds are used in a procurement procedure.

- Even though it is optional, what should be filled in Other legal basis without a known identifier (GR-Procedure-LocalLegalBasisNoID) and Cross-border law (GR-Procedure-CrossBorderLaw)?

*Answer:* In the group 'Other legal basis without a known identifier', it is possible to provide information about other applicable legal basis under which the procurement procedure takes place. It refers, in particular, to legal basis for which a CELEX or ELI<sup>1</sup> identifier is not available. Information about other

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<sup>1</sup> The CELEX number is a unique identifier assigned to a document available in the EUR-LEX site (<https://eur-lex.europa.eu/content/help/eurlex-content/celex-number.html>). The European Legislation Identifier (ELI) is a

applicable legal basis for which a CELEX or ELI number exists can be provided in the group 'Other legal basis with an identifier'.

Cross-border law refers to the applicable law when buyers from different countries procure together within one procurement procedure.

## **LOTS**

- Is it mandatory to fulfil "Lot" even if there is no lot?

*Answer:* Yes, with eForms there is more information that is entered at lot level. For procedure with single lot, you still need to provide information at both procedure and lot level.

- Do we need to enter the submission information for each lot separately?

*Answer:* Information about submission is relevant at the level of the lot in eForms notices and it should be entered for each lot. If you are going to use the same information for all the lots in your notice, you can start by filling in one lot and by then adding the following lot to the notice, which will copy the information in the new lot.

- Adding/removing lots: when you delete e.g., lot 2 out of 4 lots, the initial lot numbering remains and the notice is published with lot 1, lot 3, lot 4, lot 5. It is confusing to have "gaps" in the lot numbering.

*Answer:* LOT-0001, LOT-0002, LOT-0003, etc. are technical identifiers for a lot used by the application. The numbers are increased by the application when adding a lot to a notice. If you delete a lot, you might have gaps. Gaps in numbering can be ignored.

- Is there any limitation regarding the Lots in one public procurement - e.g. number of Lots?

*Answer:* In the user interface there is a limit of 2000 lots.

- What are restrictions (if any) to the overall size of a notice?

*Answer:* A notice can contain up to 2000 lots.

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system to make legislation available online in a standardized format, so that it can be accessed, exchanged and reused across borders (<https://eur-lex.europa.eu/eli-register/about.html>).

#### **LOT\_TENDERING PROCESS: CONTRACT START DATE**

- Contract start date should not be mandatory, it is not yet known at the time of tender (not known how much time the procedure will take).

*Answer:* The contract start date is mandatory in eForms when an end date or a duration period is provided. However, please note this is an estimated start date.

#### **LOT\_TENDERING PROCESS: PLACE OF PERFORMANCE**

- It is impossible to specify all NUTS code level 3 in our tenders, because our place of performance is across several federal states in Germany. Here are nuts code level 1 required. Can you correct the format of nuts codes generally in level 1 in the eForms?

*Answer:* The NUTS code level 3 is required by the eForms Regulation. For more extended areas you might need to enter many NUTS codes.

#### **LOT\_TENDERING TERMS: SELECTION CRITERIA**

- Is it possible to refer to the procurement documents also in Selection criteria?

*Answer:* Yes, it is possible if needed.

#### **LOT\_TENDERING TERMS: AWARD CRITERIA**

- What is the difference between "price" and "cost"?

*Answer:* The definitions are provided in the eForms Regulation (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32019R1780>) as regards BT-539: Price is the acquisition price; cost is any other non-price monetary criterion.

#### **LOT\_TENDERING TERMS: LOT INVOICING**

- For Lot e-Invoicing field – it should be possible to choose “Permitted” and not only “Required”.

*Answer:* This possibility is now available.

#### **LOT\_SUBMISSION INFO: TENDER SUBMISSION LANGUAGE**

- If tenderers can submit in all EU languages, do we need to specify the 23 of them?

*Answer:* Yes, if tenders can be submitted in all EU languages, you should specify all of them.

- Are regional languages included in the field "submission language"?

*Answer:* Yes, regional languages are included.

### **GROUP OF LOTS (GLO)**

- When is the GLO information filled?

*Answer:* If applicable, information about a group of lots can be provided in the section 'Group of lots'. When a group of lots is foreseen in a procedure, you should fill in as well the information about the composition of the group of lots by indicating the lots that are included in the group. Information about the composition of the group of lots can be provided in the section 'Procedure' > 'Lot distribution'.

We do not recommend using groups of lots unless you find that you have a specific use of them.

### **SAVE NOTICE**

- Does the system refresh automatically?

*Answer:* If by 'refresh' you refer to the saving of information of the notice, there is automatic save when filling in a notice.

- Is the notice automatically translated to all languages when you save the form?

*Answer:* No, when you save a form, there is no automatic translation of the notices.

### **VALIDATE NOTICE : ERROR MESSAGES**

- On the previous platform, the errors were mentioned but not specifically, e.g., if there would be an extra spacing, we could not see that that was the problem. Will that change now?

*Answer:* If you refer to the validation on the number of characters per field, you will be able to see the error clearly now.

### **SUBMIT NOTICE**

- Will I receive notification of the sending, with the relative file attached, as is the case with eNotices currently?

*Answer:* A confirmation email is sent by the system when a notice is submitted via eNotices2. You will also receive a notification email when stopping the publication of a notice from the application. Another email will be sent as well when the notice is published on TED. The confirmation email does not include the

submitted notice. Notices submitted via the web user interface of eNotices2 can be previewed as PDF or HTML via eNotices2 application.

- When sending an e-Form to the Preview environment, the status of the e-Forms are updated slowly and within an unclear period. Can clarifications be given on the status renewal period or status change conditions?

*Answer:* The Test (Preview) environment has encountered some slowness on the status update as we have received thousands of notices from users at the same time. Users should consider that there is a limit to the capacity of the Preview systems. The systems currently can handle around 5000 notices per day with no disruption, shared between all users and eSenders.

The export is done daily at 15:00 in Preview environment. The status published is now sent back, however you might experience gaps in the status update.

All information about the Preview environment is available at the following link: <https://docs.ted.europa.eu/home/eforms/preview/index.html>.

- On the eNotices test environment it was possible to change manually the status of the document. On the eNotices2 this is not possible at the moment and that is an obstacle when we are testing a whole Public Procurement Process. Could be made for the eNotices2 preview environment the statuses of the documents to be changed manually after their successful validation?

*Answer:* If you are an eSender and you are referring to the current eSentool, in eNotices2 there is the possibility to submit, stop notices and query their status in eNotices2. There are no plans to add features for the moment. The Preview environment has encountered some temporary issues in getting notices to their status published. The status published is now sent back, however you might experience gaps in the status update. If you need to test the status 'Not published', please contact helpdesk to organise a manual lawfulness check.

## **PUBLICATION CALENDAR AND PUBLISHING TIMING**

- Will the publication calendar and timing still be the same?

*Answer:* The release calendar of the OJ S is available on TED website and can be consulted at the following link: <https://ted.europa.eu/TED/misc/releaseCalendar.do>. The same calendar applies to the current standard forms and new eForms, which are published in the same OJ issue.

Regarding the timing of publication, with eForms it will be possible for buyers to select a preferred publication date when submitting a notice or to choose publication 'as soon as possible'. With publication 'as soon as possible', the notice will be included in the next available export to TED (if there is no lawfulness check).



There is no guarantee of the time of the export: the export in Production can happen during the afternoon of each working day, at any time between midday and midnight (Central European Time). Once the notice is included in the daily export to TED, the notice can no longer be stopped and it will be published the following working day on TED based on the release calendar and provided it was not rejected manually (due to lawfulness).

- If a notice is sent to TED on Friday, when is it published? Saturday or Monday?

*Answer:* Notices are not published on Saturday. Notices are published on TED from Monday to Friday, according to the [OJ S release calendar](#). The date of publication of the notice may depend on the option you have chosen when submitting a notice and the time when the notice has been submitted. See the previous question on publication timing.

#### **MY NOTICES: VIEW NOTICE**

- The published notice has still many technical values: e.g. MONTH is always printed in capital letters in all languages, NaN. When are these going to be corrected?

*Answer:* These issues are known and we are working on a solution.

- If I download a PDF file of a Notice from eNotices2, will it be a "normal" PDF file, or a PDF/A file (protected file: view is possible, for modifications must be converted to PDF)?

*Answer:* The PDF generated in eNotices2 is a normal PDF. The PDF/A of the notice is available on TED once the notice is published.

- Are the labels and translations of the UI transferred into the exported documents in PDF? Some of the translations from English to other languages are not precise and need to be corrected. When do you expect these corrections and is there any ways to correct a wrong translation so that is not transferred into the documents?

*Answer:* The labels and translations are being continuously improved.

#### **CHANGE NOTICE**

- For change notice it is only necessary to fill the "change" section in, right? Other section must remain as they are. And for modification notices?

*Answer:* The change notice is a consolidated version of the notice it refers to. All changes must be done in the fields within the sections of the notice. The change section of the notice is used to reference those changes. The same applies for contract modification notices.

- How does eNotices2 manage the case, where there is a delegated contracting authority responsible for the execution of a tender procedure (i.e. sending the contract notice, award notice...) and a delegating contracting authority responsible for the execution phase? Where is the delegating contracting authority indicated? Can it create the modification notice (ex SF20)? With SF in TED, only one contracting authority was admitted. Is it still the same?

*Answer:* Normally the buyer for the procedure (up to the Contract Award Notice (CAN)) and for contract execution (for contract modifications) are the same organisation. In practical terms, eNotices2 will not block a change related to the buyer name because it is possible for buyers to change name, even if they are in fact the same organisation. We will consult internally for guidance on the legal aspects.

## **CONTINUE PROCEDURE**

- I have started a procedure in the current eNotices. Taking into account that the procedure will end after 24 October, in which eNotices should I publish Contract awarded notice. Will it be possible to publish it in the new eNotices2 if all the notices in the procedure were published in eNotices?

*Answer:* Yes, you can import the contract notice from TED in eNotices2 and continue the procedure.

- What about the PIN and the Corrigendum? Will they remain linked during the transition phase? Do I need to import from TED manually as well these numbers?

*Answer:* If, for example, in your procedure you have already published on TED a PIN and a contract notice with the current eNotices, to continue the same procedure from the contract notice with eForms, you do not need to import manually from TED both the PIN and the contract notice in eNotices2. To continue the procedure with eForms, you can import the contract notice. The PIN will be linked in the document family of TED.

Corrigenda must be integrated in the first eForm published. For example, if you import a contract notice from TED for which an F14 was published, the changes in F14 must be consolidated in the notice produced in eForms.

## **CANCEL PROCEDURE**

- How to handle a cancellation of a tender?

*Answer:* For every contract notice that has been published a contract award notice is expected. If you want to end a procedure or a lot, you should publish a Contract Award Notice with no winner per lot or per procedure.

## MISCELANEOUS: LIST OF FORMS

- Is it possible to have access to the forms to follow better the presentation?

*Answer:* All eForms foreseen by Commission Implementing Regulation (EU) 2019/1780 are available in eNotices2. You can see the list of eForms notices by logging in into the eNotices2 application. A [Preview environment](#) of eNotices2 is also available for testing where you can create eForms notices and preview them in HTML and PDF format. There are no empty PDFs to fill in like before as one of the goals of the eForms regulation is to have fully electronic forms.

## MISCELANEOUS : LIST OF MANDATORY FIELDS

- Can you please provide the list of mandatory fields, at least for the contract notice and award notice?

*Answer:* Information about fields can be found in the eForms regulation and its annexes at:

[https://single-market-economy.ec.europa.eu/single-market/public-procurement/digital-procurement/eforms\\_en](https://single-market-economy.ec.europa.eu/single-market/public-procurement/digital-procurement/eforms_en)

## MISCELANEOUS : MAPPINGS

- Do you have a mapping between the fields of eNotices and eNotice2?

*Answer:* There is no mapping of fields between eNotices and eNotices2, however, a mapping between the current standard forms and new eForms is available on SIMAP at:

<https://simap.ted.europa.eu/documents/10184/320101/Correspondence+between+eNotices+and+eNotices2/9f5cd4ee-158f-44a4-988a-b86e16441655>

## HELP, USER GUIDES

- Is it possible to have a user guide in Greek, Italian, French, English or any other language?

*Answer:* There is no specific user guide. Help is provided inside the application in all languages. The descriptions of all business terms (BTs) are available in all languages in the eForms regulation. In future these descriptions will also be available as tooltips inside the application.

- Could we please have this webinar in Polish or any other language?

*Answer:* We will try to provide guidance in all languages, but it may take some time. We are only able to provide the webinars in English.

- Please can the recording of this webinar be shared with participants?

*Answer:* Yes, we email the link to the recording to all participants. This webinar is available at:

<https://www.youtube.com/watch?v=Znx2ljypv6s>