



These are the consolidated Questions and Answers (Q&A) addressed during the second TED eNotices2 webinar on 12 October 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.

#### **CONTRACT AWARD NOTICES: LOTS AWARDED LATER OR WITH NO WINNER**

- We would like to focus on the case in which the lots of a given procedure are not awarded at the same time. For example, if we consider a procedure made up of 10 lots, it might happen that 4 lots get awarded and the other 6 remain “ongoing” until they get awarded later in time (e.g. after months). Therefore, the status of these “ongoing” lots should be updated in the future. How can users manage the described case in eNotice2? Will it be possible to submit and publish two contract award notices one after the other? Otherwise, will it be necessary to submit and publish a “change” notice of the former contract award notice? If yes, the “change” notice must have different notice ID?

*Answer:* There are two possibilities to deal with this: you can either remove the lots that are not yet awarded from the contract award notice, and award only the lots that you need; or you can keep all the lots in the notice and choose the value “The winner was not yet chosen, but the competition is still ongoing” from the field BT-142 for the lots that are not yet awarded. For the not-yet awarded lots, a result notice can be published later, once the decision is made; should the lots be awarded or not. There is, as usual, no limit to the amount of contract award notices that can be linked to the same competition, and in some cases (dynamic purchasing systems or framework agreements) there are possibilities to group awards on a quarterly basis. A change notice cannot be used to award lots.

- Is it possible to award a lot of the same procedure later in time (not in the same moment)? In this case, should we submit a new contract award notice, or can we just continue the procedure or make a change?

*Answer:* It is possible to publish as many contract award notices as needed. This is the same approach that existed for the previous forms. All remaining lots eventually must be awarded, with or without a winner. For the lots that are not yet awarded, you should continue the procedure and create a result notice. As mentioned previously, a change notice cannot be used to award lots.

- To award the second lot of the procedure in the current example, do we need to continue the procedure, or do we need to submit a change notice? And do we need to wait until the first contract award notice is published?

*Answer:* A change notice cannot be used to award a lot. For the lots not yet awarded you can continue the procedure and create another result notice. You must wait until the previous notice is published before submitting the new notice.

- For the contract award notices: if nobody presented an offer to the competition and the public administration declared the competition as closed with no winners and no offers received, how should I fill the form out? Why am I obliged to add info about the offer and the contract if I have 0 offers and 0 contracts?

*Answer:* If the competition is closed with no winner, you should create a contract award notice and choose the value “No winner was chosen and the competition is closed” from the field BT-142-LotResult for the corresponding lots of the competition. If this code is chosen, there should be no rules that force you to enter contracts or offers.

- How can I communicate a contract award doesn't have previous notices?

*Answer:* An example of this case is the contract award notice with procedure type ‘Negotiated procedure without prior publication of a call for competition’.

- We understood that eForm n°27 was not functional in eNotices2. Has this been corrected? Also, what about the translation of fields, titles, error messages, are they available in all EU languages?

*Answer:* The form 27 is working. The translations are available in all EU languages.

## **RESULT SECTION: OPP AND OPT FIELDS**

- What is the function of OPT and OPP fields? Can I treat them as fully optional?

*Answer:* OPT and OPP fields can be important depending on the context of the notice. They should not be treated as strictly optional, and rules should be followed to fill in expected data. OPT fields become especially important in the results as they provide the links between the lot, offer, contract and tendering party. OPT and OPP fields satisfy certain technical or business needs that could not be covered by the business terms (BTs) of the eForms regulation.

- When I import a call for tenders from TED to fill out the result, I do not see the field OPT 315. Is there a technical problem or what am I doing wrong?

*Answer:* OPT-315 is the “Contract Identifier Reference”; it is not a field that you can see, but it represents a whole contract section. If you have given an identifier to your contract (field: BT-150-Contract), this is the text you will see where OPT-315 is needed as a reference. Similar behaviours are in place for many of the OPT fields that represent identifiers of sections to be linked.

## CONTRACT MODIFICATION

- How can I communicate contract modifications?

*Answer:* Contract modification notices can be created in eNotices2 by continuing a procedure from a published contract award notice (Result). Once the contract award notice is in 'Published' status in your account, the contract modification becomes available through the 'Actions' Continue Procedure button of the notice.

- Is there one more step after the award concerning the contract submission information? Will that be covered in November's webinar? Is there special provision for that part in eNotices2?

*Answer:* After a contract award notice, it is possible to submit contract modification notices (former F20). This is covered in the November 2023 webinar – see:

<https://youtu.be/DqYibbWT2Ak?feature=shared&t=1194>

## CHANGE NOTICE WORKFLOW

- If I send a request to correct only the expiration date of a tender notice (already published), can you confirm that the publication will take place the following day, as it exclusively concerns the modification of one element, which should not excessively affect the effort of the Publications Office?

*Answer:* With eForms, notices are now published in a consolidated version of the notice with the changes, plus a 'Change' section that specifies where the changes took place. This means that even correcting a single typo is the same as publishing the full notice again. The timing of publication depends on the option chosen when submitting the notice. With all eForms it is possible to indicate a preferred date of publication or to choose publication 'as soon as possible'. With publication as soon as possible, the notice will be included in the next available export.

## SECTION IDENTIFIERS

- How do we know the number of the section to be modified?

*Answer:* Each section has a technical identifier, with the entity in capital letters followed by 4 digits, for example, ORG-0003 for an organisation or CON-0005 for a contract. You can see these identifiers in your form, and they allow you to link and refer to them as needed to build your notice. You can refer to the following sections:

Change notice: PROCEDURE, BUYER, RESULT, PAR, LOT, GLO, RES, ORG

Contract modification notice: RESULT, CON, RES, TEN, TPA, TPO, ORG

## CONTINUE PROCEDURE FROM OLD TED NOTICES

- Is it possible to publish a contract award notice in the new eNotices2 if all the notices in the procedure were published in eNotices? Could we import a competition notice published with eNotices and publish the result notice with eNotices2?

*Answer:* Published notices can be imported from TED in eNotices2. To create a contract award notice, you can import the contract notice and continue the procedure in eNotices2 by using the Actions button.

### **IMPORT A NOTICE FROM TED**

- Once I have archived and restored a notice imported from TED, why can't I proceed with modifications and publication?

*Answer:* If you are importing a notice from TED, you will receive a copy of it in your account in read-only mode as the notice is published already. You can then create a change notice or continue the procedure by using the 'Actions' button of the notice.

- If I import a notice published via eNotices in eNotices2, what are the most common errors that need to be corrected in the result?

*Answer:* When you import a notice from TED in the old format, the notice will be converted to the eForms format. As eForms notices contain more information than the previous TED XML notices, you will need to complete the fields and sections needed to make it compliant with the eForms requirements. For example, in eForms you must provide an identifier for each organisation.

### **MIGRATION FROM ENOTICES**

- Will the data of eNotices be transferred to eNotices2? In case we have started the procedure in eNotices, do we have to fill the forms of eNotices2 for the contract award?

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

- Please let us know what we will do with the old but still active procedures in eNotices. It is important not to lose them.

*Answer:* Published notices are available on TED. They can be imported in eNotices2 to continue a procedure or create a change notice. Draft notices will be lost. Corrigenda cannot be imported from TED, as the data available in them does not allow us to create a full eForms notice. Therefore, the consolidation must be done by the buyers, by importing the relevant "parent notice" and inserting the changes made in the successive F14s within the first eForms that will be published (either change notice or continued procedure).

### **PREVIEW A NOTICE**

- Is it possible to generate a preview of the notices as a PDF before submission?

*Answer:* Yes, notices created in the user interface of eNotices2 can be visualised in PDF and HTML format. This functionality is accessible through the 'Actions' button of each notice.

- I have a question about the functionality that allows us to export the form as PDF. I know it is possible under eNotices but I did not find the way to do it under eNotices2. Can you show us how to do it if it is possible?

*Answer:* You can preview the notice in PDF format and save a copy of it. To preview the notice in PDF format you can use the 'Actions' button of the notice and select the option 'Preview notice'.

## **ARCHIVE A NOTICE**

- What happens when one archives a contract notice?

*Answer:* When a procedure is archived, the status of the notices within the procedure changes to 'Archived'. Archived notices can be searched in eNotices2 under the status 'Archived'. It is also possible to display the list of archived procedures and notice groups by using the checkbox 'Display archived procedures and notices' that is available in 'My notices' page. Archived procedures and notice groups can be restored by using the "Actions" button of the procedure/notice group.

## **VALIDATION**

- The error messages are not often clear, simply telling that the publication went wrong. After the random modification of some variables, the clear error message appears with the BTs causing the non-publication.

*Answer:* We advise filling in all the strictly mandatory fields in the entire notice first (toggle "Mandatory only" if necessary). This should fill enough information for you to be able to get the validation report. Then toggle "Mandatory only" back to off and continue filling in the notice.

- Are mandatory fields marked somehow?

*Answer:* Strictly mandatory fields are marked with an asterisk but that does not include all fields that may be mandatory under certain conditions. Filling in all the fields marked with an asterisk allows the application to generate the validation messages needed to complete the other fields ("conditionally mandatory" fields).

- The problem with the mandatory fields under certain conditions is that we cannot see that these fields are now mandatory. Is there a way to mark these fields as mandatory once certain conditions are inserted?

*Answer:* We are still working on ways to make the forms show fields that become mandatory according to what has been filled in. In the meantime, the best approach is to ensure that all always-mandatory fields (marked by asterisks) are completed; this way, the validation report will show if there any other fields required.

- For both Contract and Award Notices, is it sufficient (and accepted) to enter just the mandatory information without extra details?

*Answer:* For all notices, it is necessary to provide all the mandatory fields required by the validation rules, which aim to ensure consistent data and basic compliance with procurement directives. It is up to the buyers to ensure that the content of the information is correct and compliant with any other requirements or national legislation.

- Are Business Rules also affected by the updates of the SDK version?

*Answer:* Yes, they are. Each SDK version includes more or improved rules, which might affect the continued procedures. eNotices2 always uses the latest SDK version for the user interface.

- I keep getting the same error about BG-2 but I do not see it in the form to fill in.

*Answer:* Business groups (BGs) are how the eForms regulation groups together business terms (BTs). In eNotices2 the fields are grouped differently to handle how the information is actually represented in each notice, including, for example, the context of each field, such as -Procedure or -Lot. In the specific case of BG-2, it includes fields like BT-22, the buyer's identifier for each lot or procedure. We are updating the error messages to remove references to BGs.

- It seems you accept only NUTS 3. Why is NUTS 2 level not available like it was before?

*Answer:* NUTS code level 3 is foreseen by the eForms Regulation. The eForms Regulation Annex 2 states that for both 'BT-507 Organisation Country Subdivision' and 'BT-5071 Place Performance Country Subdivision', the NUTS3 classification code must be used.

- Is this the value of the offer with or without VAT?

*Answer:* The value of the offer is with VAT excluded, as was the case in the previous forms.

- Previously you recommended to not use the functionality group of lot, can you confirm? Is the fax number still mandatory for the completion of each form? If we detect a bug, how do we report it?

*Answer:* Groups of lots add a layer of complexity when filling in a notice. If a group of lots is not used in a procedure, the sections 'Group of lots' and 'Composition of a group of lots' should be left empty. The fax number is not mandatory in a notice. Bugs can be reported to the helpdesk through the 'Contact us' link in the footer of eNotices2.

## **EXCLUSION GROUNDS**

- Do you have some tips for exclusions fields? We have to add all of them and it takes time to select them one by one.

*Answer:* There are currently no quick ways to add exclusion grounds. They must be added one by one and it is recommended to include all exclusion grounds in your notices to ensure full transparency for tenderers. If it is acceptable for your procedure or national practices, you may choose one exclusion ground and explain in the free text where the other exclusion grounds can be found.

There are plans to allow more than one exclusion ground in the default values and to adapt the available fields to allow references to ESPD or other procurement documents.

## **WORKGROUPS AND STRUCTURED ORGANISATIONS**

- Can you also share organisations in the workgroup?

*Answer:* You can transfer notices from your organisation into any workgroup, and from there import the addresses into the address book.

- What is the best way to create different subdivisions in my company, from organisation part or from address book?

*Answer:* The Address book can be used to save the information about the organisations that you will use in your notices. The organisations saved in the Address book can be imported later in the notice.

If you want to create different divisions for your organisation, you can create a structured organisation in your account. Once you create the organisation, you will have the possibility to create several organisation parts. When creating an organisation, please note that this action cannot be reversed. You can use workgroups for more flexible and less structured collaboration.

- I do not understand the difference between workgroup vs organisation part. Why can't an Admin role delete a workgroup?

*Answer:* Workgroups allow to link people from different organisations on a temporary basis to work on a selection of notices where they are all acting as buyers. Structured organisations are a way to link several users of the same organisation and allow them to share the notices amongst themselves, while also creating a hierarchical structure which allows departments to see only their relevant notices.

The last administrator cannot delete a workgroup for the moment. We will remove this restriction in a future release. It is possible, however, to create several workgroups and invite other people to join.

- It seems that, as an Admin, I cannot manage different legal entities. Can you confirm?

*Answer:* If by 'entities' you refer to other users within a structured organisation or a workgroup, as a workgroup manager or organisation admin you can create different roles for your members, and for other managers if you need.

- A buyer can only be associated with one organisation. How to get them licensed to several different legal organisations? My company has several public companies, and a buyer can purchase on behalf of each of them.

*Answer:* The buyer section in the notice can be repeated as many times as needed and the legal entities have provisions for private companies awarding contracts while being subsidised by public entities. If each of these buyers needs to be present in and compile the notices, we suggest creating a workgroup inviting all of them. Be aware that a notice is locked when a user is editing it, to prevent loss of data when many users edit a notice at the same time.

- How can I add a member to a newly created workgroup?

*Answer:* Members can be added to a workgroup by sending an affiliation request to their email address. You can only invite users that already have an eNotices2 account.

You can send an affiliation request by using the button 'Create an affiliation' that you can find in the page 'Workgroups', under the tab 'Membership requests' once you access your workgroup.

The user who receives the invitation to join the workgroup will receive a notification banner in their homepage allowing them to refuse or accept the request.

- Do you have any documentation that explains the difference between organisations, workgroups, delegation and how to create them?

*Answer:* We are explaining these features through these webinars and Q&A documents.

## SETTINGS

- If I have hidden a field and after a change it becomes mandatory for some reason, will it be possible to "update" my already prepared form to "unhide" this particular field?

*Answer:* If a field is set as 'hidden' in the form settings, it will remain hidden for all notices created under those settings. To display the field again, you need to change the form settings and then create a new notice. We recommend using the form settings only for fields that are always optional to avoid hiding fields that may be mandatory under certain conditions.

## USER GUIDES

- Do you have a user guide to share with us?

*Answer:* There is no comprehensive user guide for eNotices2. We are progressively adding to the help page with the main information needed to use eNotices2: <https://enotices2.ted.europa.eu/help>

- Will you make user guides on how to create notices available in different languages?

*Answer:* Language versions can be added to a notice either at the beginning, during the notice creation wizard, or later, once the notice is created by using the 'Add a new language' button. To add a language later, the notice must be in status 'Draft'. When a notice has more than one language, only some text fields are multilingual. To complete a multilingual notice, you need to fill in the fields in all the languages you have chosen.

- Will there be a webinar in Spanish on the use of the new TED 2.0?

*Answer:* The development of the new TED website (sometimes called TED 2.0) is not directly linked to eForms, although it makes full use of the fields available in eForms. For more information about the new TED website, which was launched on 29 January, please see <https://ted.europa.eu/es/news/welcome-to-the-new-ted>

- Can you please provide the URL link to the EUR-Lex for eNotices2?



*Answer:* Commission Implementing Regulation (EU) 2019/1780 on eForms is available at the following link: [https://eur-lex.europa.eu/eli/reg\\_impl/2019/1780/oj](https://eur-lex.europa.eu/eli/reg_impl/2019/1780/oj).

- Can you please send us the URL to the description of business terms?

*Answer:* Description of the business terms can be found in the annex of the Commission Implementing Regulation (EU) 2019/1780 on eForms which is available at the following link: [https://eur-lex.europa.eu/eli/reg\\_impl/2019/1780/oj](https://eur-lex.europa.eu/eli/reg_impl/2019/1780/oj). In eNotices2, the descriptions for each business term are now also available beside each field on the screen as a tooltip (click on the little 'i' icon).

- Where do we find explanatory notes on the OPP and OPT fields like the ones available for the BT fields in Regulation (EU) 2022/2303?

*Answer:* The new tooltips will also include the descriptions for each OPP and OPT field.

## **TRANSLATIONS**

- Could you please advise about the versions of the translations, which version we may consider the latest one?
- There are some errors in the DE translation of the docs published in GitHub (e.g. eForm 19 is written to be valid for defence sector, or "lot" has been translated with "POSTEN", ...)
- Is there a possibility to work with you on a translation to a particular language from English (as a volunteer)? If yes, how can I arrange such cooperation?
- There are errors in the DK translation of the business terms, the labels etc. When will you update the national translations?

*Answer:* eNotices2 uses the latest version of translations (from the latest SDK version). We will work with Member State ministries or agencies to improve translations, but you can also contact the helpdesk to inform us of any errors.

## **FEATURES**

- Is there the possibility to insert lots with a .xls file or another document format?

*Answer:* This is not planned, and it might be difficult to import information from a flat structure like Excel to the more complicated structure of a lot. However, it is possible to prefill a lot automatically by adding a new lot in the procedure. Once a lot in the procedure has been filled in, adding a new lot in the same procedure automatically copies over all the information of the first lot.