1.1 Tender publication
In this version there have been changes to the user interface for the publication of a tender. The main difference for the end user is the usage of the new TED forms and a completely new layout for filling in the forms.

1.1.1 TED eSender
EU-Supply are now TED eSender for all 19 TED forms, more exact details regarding each of the forms, please visit the TED web site, http://ted.europa.eu

1.1.2 Tender publication process flow
The process flow and “where you click” has been altered slightly when you are publishing tenders. There is now a separation in the checklist for filling out the forms and the actual publish action. The selection of publication sites is still at the top of the list and is in most cases already defined from the procedure template and does not have to be configured within each tender.

The publications sites have their own standard information that is required to be filled, called publication forms, you can access them from a separate checklist point per site, as per below screen shot.

![Screen Shot](image)

After preparations and the forms are validated for each of the publication sites, then you will be able to publish the tender, from the Publish action in above screen shot.

1.1.3 Create a publication form
The TED publication schemas are with this release updated to version 2.0.8, the version previously in eTenders, v2.0.7, is not supported by TED by from 31st December 2014. We have not only made an upgrade of the schemas, we also changed the layout when filling in the forms.

Starting with a new form, click the link from the tender checklist and you will have to decide which form to publish.

![Publication Screen](image)
The list of forms to select from is based on if it is a contract notice or award notice and also the sector your contracting authority is working in (sectors can be set-up in the buyer profile). You can also select forms in the publication sites set-up page.

Once the form is chosen, you will be brought to a page to fill in the form. The new page is divided into sections instead of the previous one complete page.

The first page you need to fill in is the preliminary data for the form which is used to render and display the proper fields and sections for the rest of the form. You have to fill in the preliminary data in order to continue and this cannot be changed after you have saved at least one more section. To change the preliminary data, you will need to remove the form and start over.
You can fill the sections (except the preliminary data) in any order and you can leave the form partially completed until another time. You will see in the form checklist to the left which sections you have completed successfully.

Many of the fields have individual help instructions and are marked with a question mark. Clicking the question mark will display a small pop-up with additional information regarding the field.

As a last step of completing the form before publication, you have to Review and Finalize the form. The Review and Finalize will give you a preview of the form that will be published and click Accept at the bottom right of the page.
1.1.4 Publication form checklist

All publications for one tender can be managed from one checklist/page, the page is accessible from the tender in the same chronological order it is in the tender. In the page you will see all the publications to TED and the status of each publication.
Clicking the ‘Fill in form’ will take you to the form.

### 1.1.5 Removal of full TED templates
The use of the full TED publication templates has been removed and is no longer in use. There is instead more advanced functionality to pre-populate the publication form from a previous form in same tender and your buyer profile.

In the buyer profile, there are options to enter appeal procedures, sector, main activities etc. These will be pre-populated into the publication forms. The buyer profile is described in more detail in the release notes for version previous version 7.1.3

### 1.1.6 Procedure template changes
In order to support the changes in the flow, there are a few alterations in the procedure templates. Please make sure your procedure templates are updated accordingly.

With the new rules, it is now only possible to select one external (or non eTenders) site for publishing, i.e. either you select the national publication portal or you select TED (European portal)

Your existing procedure templates have been converted to include the proper value as part of the release of version 7.2.

### 1.1.7 Old TED publication forms
Even though the version of the TED publication forms has changed, you will still have access to your old publications in the same form they were published, i.e. on the v2.0.7 format.

The old publication version is seen in selection screens when setting up a tender and procedure template. Please make sure you are not selecting the old version for new tenders.
1.1.8 Publish without CPV code warning
The CPV codes are central in public procurement and eTender alerts to suppliers are dependent on the correct entry of CPV codes. If the CPV codes have been omitted from a tender, suppliers will not get their automated alerts. To avoid the possibility of suppliers missing alerts, buyers that are about to publish a tender without a CPV code will get a warning message. Leaving the CPV codes blank will not stop a User from publishing a tender on the Local eTenders page but it is not good practice. For tenders being published to TED or any other national system, the CPV code is mandatory in the forms.

1.1.9 Supplier Registration Update
Additional information from existing registered suppliers is now required. Suppliers have been asked to update their company profile immediately on eTenders www.etenders.gov.ie. From 31st August it will not be possible for suppliers to submit tenders until their profile has been fully completed. Accurate registration gives suppliers maximum exposure to tendering opportunities and fulfills new EU obligations in relation to data capture and measurement. The following is a list of information fields that are required to be updated if they are either inaccurate or incomplete.

1. Type of Organisation, select from;
   1.1 Private Company.
   1.2 Public Limited Company.
   1.3 Sole Trader.
   1.4 Self-Employed.
   1.5 Charity.
   1.6 Representative Body.
1.7 Public Interest/Non-Supplier.
2. Type of Business Activity. Refer to the following URL for business classification; [http://www.cso.ie/px/u/NACECoder/NACEItems/searchnace.asp](http://www.cso.ie/px/u/NACECoder/NACEItems/searchnace.asp)
3. Company Legal Name and Address.
4. Company VAT number or Charity Reference number or PPS number (for Self-employed and Sole Traders).
5. Company administrator contact for the E-tenders online platform.
6. The list of email addresses within the company who should receive alerts.

Many companies have posted information which is inaccurate and/or duplicated. There should only be one registered instance for each company with a valid unique VAT number. All users for that same company should be attached to a single company registration. OGP are committed to cleaning up the corporate and user information by 31st August 2014. **From 31st August registered suppliers will be prevented from uploading tenders where their details are incomplete. The OGP may consider deactivating supplier accounts in the future where no attempt is made to update their registration details.** The **Supplier Registration Guide** gives instructions to suppliers on how to update their company profile, this is available on eTenders at [http://www.etenders.gov.ie/supplierguidance](http://www.etenders.gov.ie/supplierguidance)