

VEAT - Voluntary Ex Ante Transparency Notice

Start creating the tender as any other tender on “My ongoing tenders” page.

You need to choose “VEAT notice” template among Procedure templates.

RFT

Type of contract *

Works
 Supplies
 Services

Initial estimated value *

Currency ▼

Select procedure *

▼

Allow use of template based on lower threshold value

If you don't see this template in “Select Procedure” dropdown menu please link it from Predefined templates first in the section Administration/Process templates. This can be done only by system administrators for a Contracting Authority.

✓ **Process templates** [Edit](#)

Edit your templates for processes when creating RFTs

VEAT notice 31/01/2017 11:43
Anne Vimb (EDU Adm)

When you create the VEAT notice you choose Award as Publication Type.

Response deadline must be set in the past.

RFT

Reference

Short description *

Detailed description
(maximum 2000 characters) Characters left: 1996

Select process template and wait for settings to appear

VEAT notice

Currency

EUR

Publication type *

Award

Dynamic checklist

RFT settings

Enable quicker upfront definition of multiple packages

Automatically make attached documents publically downloadable after response deadline

Automatically send tender changes notification email to suppliers.

Automatically send internal email when tender is published or first batch of suppliers are invited

Response deadline
Day, month, year (EET)

30 01 2017 12:00

In the checklist you need to fill in sections Select CPV Codes and RFT Dates:

Checklist	
<p>☐ RFT - VEAT notice</p>	
<p>✓ Manage packages Create, delete, copy or edit packages for this RFT add more detailed information regarding the procurement</p>	<p>VEAT notice</p>
<p>✗ Assign team Assign team members to work on this RFT</p>	<p>Assign team</p>
<p>✓ Select CPV codes CPV codes for RFT, for any relevant publications and business opportunities email alerts</p>	<p>Select CPV codes</p>
<p>✓ RFT Dates / Planned activities in this process Set or change dates related to this RFT</p>	<p>Edit</p>

Publication of award date should be set to the date when the notice will be sent for publication.

Edit dates - VEAT notice				
Step 1 - VEAT notice	Day, Month, Year (EET)			
Publication of notice	<input type="checkbox"/>			
Deadline of clarification questions	<input type="checkbox"/>			
Response deadline		30 <input type="text"/>	01 <input type="text"/>	2017 <input type="text"/> 12:00 <input type="text"/>
Planned award date	<input type="checkbox"/>			
Publication of award	<input checked="" type="checkbox"/>	01 <input type="text"/>	02 <input type="text"/>	2017 <input type="text"/> 12:00 <input type="text"/> Not saved.
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

Now you need to fill in the VEAT form in “Prepare and manage publications” section in the checklist, click on TED (v209):

<p>☐ VEAT notice [Response deadline (EET): 30/01/2017 12:00]</p>	
<p>✗ Attach external documents Upload documents that the suppliers can download</p>	<p>Edit</p>
<p>✗ ENSURE Approval before publishing Ensure that you seek appropriate approval, if needed, before publishing the tender</p>	
<p>✗ Prepare and manage publications Prepare and manage the forms for publication</p>	<p>TED (v209)</p>
<p>✗ Publish Publish to the site selected in process template.</p>	<p>Publish</p>

On the next page that opens up click on “Publication” link on top to get VEAT notice form:

Home / My RFTs / Checklist 32080 / **Publication** / Create new...

Publication

Instructions

Select form and other required paramters to start filling the publication form

Publication

Publication level *

No value selected

Publish to TED

Forms *

No value selected

Now choose “Add Intention”:

TED (v209)

And save VEAT notice form to get to TED form checklist:

Publication

Publication level *

No value selected

Publish to TED

Forms *

15. Voluntary Ex Ante Transparency Notice

After the form has been filled in you can publish the VEAT:

The screenshot shows the TED (v209) interface. At the top, there is a blue header with the text "TED (v209)". Below the header, a yellow warning box contains the text "Publication date is set in the past". The main content area displays a notice titled "Intention 01/02/2017" with a status of "Not published". Below the title, there are two items: "Preferred publication date 01/02/2017" with a "Change" link, and "15. Voluntary Ex Ante Transparency Notice" with a "Fill in form" link. At the bottom of the notice details, there are two buttons: "Publish" (highlighted with a red box) and "Delete form". Below the notice details, there are three buttons: "Add Prior notice", "Add Notice", and "Add Award". At the bottom right of the interface, there is a "Done" button.

VEAT notice will be sent automatically to TED and will be published on <http://ted.europa.eu/TED> once TED has handled it.

VEAT notice won't be published on eTenders site.