E-NOTIFICATION

MANUAL FOR ENTERPRISES

31/03/2020
Belgian Federal e-Procurement service
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The terms used in this manual should be considered gender-neutral to aid in readability.

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# Table of Contents

1. Registering and signing in, account management ................................................................. 5
2. Summary of user options .......................................................................................................... 6
3. How to search a notice? ............................................................................................................ 7
   3.1 Introduction .......................................................................................................................... 7
   3.2 Searching for a notice using the search engine ................................................................. 8
      3.2.1 Simple search ............................................................................................................... 9
      3.2.2 Advanced search .................................................................................................... 14
      3.2.3 Bulletin ..................................................................................................................... 21
   3.3 Searching for a notice using search profiles ...................................................................... 22
      3.3.1 Introduction ............................................................................................................... 22
      3.3.2 Creating a search profile and activating messaging ............................................... 23
      3.3.3 Showing the result of a search profile ................................................................... 25
   3.4 Browsing the search results .............................................................................................. 26
      3.4.1 Starting situation ...................................................................................................... 26
      3.4.2 Method ..................................................................................................................... 26
4. Managing my profile and my dossiers .................................................................................... 30
   4.1 Business card .................................................................................................................. 30
5  How do I respond to a notice? ............................................................................................................. 33
  5.1  Downloading a dossier ..................................................................................................................... 33
    5.1.1  Starting situation ......................................................................................................................... 33
    5.1.2  Method ....................................................................................................................................... 33
  5.2  Adding to my favourite dossiers ........................................................................................................ 34
  5.3  Access to e-Tendering ........................................................................................................................ 34
    5.3.1  Starting situation ......................................................................................................................... 34
    5.3.2  Method ....................................................................................................................................... 35
  5.4  Participating in a forum ........................................................................................................................ 35
    5.4.1  Starting situation ......................................................................................................................... 35
    5.4.2  Method ....................................................................................................................................... 36

Annex 1: opening a restricted dossier ........................................................................................................... 37

6  How to contact us? ......................................................................................................................................... 40
1 Registering and signing in, account management

Just as with all other e-Procurement applications, e-Notification offers you the advantages of our central user management. Thanks to this system you only need to register once to gain access to all of our applications. A single sign-on allows you to navigate between the different applications.

If you require more information concerning registering or signing in, please see the manual “User Management” below:

## 2 Summary of user options

The user options on **e-Notification** differ depending on the role of the user. When you are not signed in on the website (anonymous), the options are limited to the publically available functions of the system. To be able to use all the functions, we strongly recommend you to register and sign in on the website.

The table below includes the various options for anonymous users on the one hand, and registered users on the other.

<table>
<thead>
<tr>
<th>Anonymous</th>
<th>Registered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for a notice</td>
<td>Search for a notice</td>
</tr>
<tr>
<td>Browse the search results</td>
<td>Browse the search results</td>
</tr>
<tr>
<td>Download a dossier</td>
<td>Download a dossier</td>
</tr>
<tr>
<td>-</td>
<td>Configure a search profile</td>
</tr>
<tr>
<td>-</td>
<td>Configure a “Dynamic purchasing system” search profile</td>
</tr>
<tr>
<td>-</td>
<td>Configure a “Qualification system” search profile</td>
</tr>
<tr>
<td>-</td>
<td>Activate messaging</td>
</tr>
<tr>
<td>-</td>
<td>Add a dossier to your favourite dossiers</td>
</tr>
<tr>
<td>-</td>
<td>Quickly and simply gain access to selected dossiers</td>
</tr>
<tr>
<td>-</td>
<td>Create a business card</td>
</tr>
<tr>
<td>See the availability of a forum</td>
<td>Participate in a forum</td>
</tr>
<tr>
<td>Access to the <strong>e-Tendering</strong> platform</td>
<td>Access to the <strong>e-Tendering</strong> platform</td>
</tr>
</tbody>
</table>
3 How to search a notice?

3.1 Introduction

You can use different methods to search for a notice:

- Sometimes there is a direct link (url). In that case you only need to open the link in your browser to view the notice.
- Sometimes you only have a certain amount of information: a dossier number, the title of a notice, a CPV code, etc. In this case you can search for the notice by (one of) the search criteria using the search engine. This is explained in section 3.2.
- You can create search profiles and activate a messaging service. This service will send you emails with a direct link to notices that are of interest to you. The configuration of search profiles is explained in section 3.3.
3.2 Searching for a notice using the search engine

- Surf to [https://enot.publicprocurement.be](https://enot.publicprocurement.be)
- Choose **Search for publications** in the menu on the left
- You can choose from
  - a Simple search → 3.2.1
  - an Advanced search → 3.2.2
  - the Bulletin → 3.2.3

![The search engine](image)

*Figure 1 The search engine*

The different search fields work with an **AND** relation.

*E.g.*: you search for notices with CPV code “45000000” **and with** NUTS code “BE2 – Flemish Region.

An **OR** relation applies to criteria entered in the same field.

*E.g.*: in the CPV codes field you can enter codes “45000000” and “71000000”. This will show you notices with codes “45000000” **or** “71000000”.
3.2.1 Simple search

We will go through the form

- Search publication in:

<table>
<thead>
<tr>
<th>Free Market</th>
<th>BDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here you can find notices for low-value contracts (below the national publication threshold) that the purchaser still wanted to publish.</td>
<td>Here you can find all official publications of notices above the national publication threshold.</td>
</tr>
</tbody>
</table>

- Publication in status:

<table>
<thead>
<tr>
<th>Active</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active notices are:</td>
<td>Inactive notices are notices</td>
</tr>
<tr>
<td>- notices of which the submission deadline has not yet passed.</td>
<td>- of which the submission deadline has passed;</td>
</tr>
<tr>
<td>- notices that have recently been published as notifications</td>
<td>- or that have already been published for longer than 3 months</td>
</tr>
</tbody>
</table>
• Dossier number:
  - A dossier number consists of 2 parts:
    - the acronym of the organisation
    - the number that the contracting authority has given to the dossier (internal dossier number)

    For example: P-O E-Proc-09-01-eaward

    If you want to look up an announcement using the dossier number, it is preferable to fill in only (part of) the internal dossier number, which you put between % signs.

    e.g. %01-eawa%

• Tender submission deadline:
  - Click in the empty field to open the calendar and select a date.
  - This search criterion shows the notices for which the submission deadline for tenders or requests to participate is on the selected date.
  - To delete a date click again in the field, then on Clear (in the top left corner of the calendar).
• Contracting authority (as mentioned in section I.1 of the notice):
  
  o You can search for a notice by entering the name of the contracting authority.

  ! The name you enter here must be identical to the name of the contracting authority as specified in section I.1 of the notice.

  e.g. If you only fill in “Antwerp”, you will only be shown contracts where the contracting authority’s name is identical to “Antwerp”. If you fill in “%Antwerp%”, you will also be shown contracts of the “Antwerp Public Centre for Social Welfare”, the “Antwerp local police”, “Antwerp University” etc.

• Publication number on the BDA platform:
  
  o Enter the BDA number of the notice here.

  o Example of the format to use: “2020–503604” 

    Whereby:
    ▪ 2020 is the year of publication;
    ▪ 503604 is a consecutive number.
• **Dispatch date**
  
  o Enter the dispatch date “from-to on the BDA platform”.
  o To do this click in the empty field and choose a date in the calendar that appears.
  o To delete a date click again in the field, then on **Clear** (in the top left corner of the calendar).

• **Search by word from title/description of the notice:**
  
  o The scope of this search criterion is limited to what the contracting authority has entered in the fields “title” and “description” of the notice. In principle these are also the only fields in which keywords relating to the public procurement contract are included.
  o Enter keywords for the search.
You can combine several keywords by putting a **plus sign** between them. The keywords that are combined with this search operator are in an **OR relation** with each other.

Additionally a **percentage sign** must be placed both before and after each keyword.

*Concrete example*: you are a bus company and you want to transport students.

In this case, you can search by:

- transport
- students

If you want to get announcements that combine the word "transport" with the word "students" you need to write this: `%transport%+students%`.

Other search operator combinations will lead to incomplete results.

- The default search language is determined by the chosen interface language (in the example on the left this is English).

- If you want to search in a different language check the “All languages” radio button (See Figure 8 Search by word).
3.2.2 Advanced search

We will go through the form

- Search publication in:

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- Publication languages
You can choose from Dutch, French, German or English

- **CPV codes**

  A contracting authority will assign one or a number of codes from the CPV nomenclature to the notice. This code gives an indication about the content of the public procurement contract.

  To enter a CPV code proceed as follows:

  1. Click on the magnifying glass.
  2. In the “Search” field type (1):
     - the code of which you want to see the content;
     - a keyword; under “by” select “Keyword”. (2)
  3. Click on Search. (3)
  4. In the Search results field the codes matching the search criteria appear. (4)
  5. Double-click on a code (4) to show its content in the tree structure. (5)

---

*Figure 10 CPV code selector*
E-NOTIFICATION ENTERPRISES

- Click once on the code that interests you (4) then click on Add. (6) The code appears in the field Selected. (7)

- Click on Submit to enter the selected codes in the search form. (8)

- Selecting a main code will also show you results for the underlying codes.

  An example: you select code 24000000 “Chemical products”. With this selection you will also see the results for code 24100000 “Gases”, 24110000 “Industrial gases”, etc. and also for code 2420000 “Dyes and pigments”, etc.

**Warning:** E-Notification only takes into account the main CPV code, i.e. the code assigned to the contract as a whole. The CPV code(s) of individual lots will not be included in the search.
• NUTS code:

With this code a contracting authority indicates the place where the work/deliveries/services will mainly be provided.

- Use the magnifying glass to select the correct region code. Please refer to the explanation on how to add CPV codes.
- Selecting a main code will also show you results for the underlying codes.

An example: you select code “BE2 – Flemish Region”. You will also see results for code “BE21 – Province of Antwerp”, “BE22 – Province of Limburg”, etc.

⚠️ Using NUTS codes may drastically reduce the search results.

- Postal code of the contracting authority

Here you can search by postal code of the contracting authority publishing the notice.

- Select the required code(s) using the magnifying glass. Please refer to the explanation on how to add CPV codes.

⚠️ Using postal codes may drastically reduce the search results.
If you want to search for a notice published by a certain contracting authority, you can search for this organisation using the magnifying glass.

- Type the acronym of the organisation in the “Search” field. (1)
- Under “via” select “Acronym” instead of “Name”. (2)
- Click on Search. (3)
- Click once on the search result if this is the organisation you are looking for and click on Add. (6)
- Click twice on the name to see in the tree structure which organisation is referred to. (5)
- Click once on the search result in the “Selected” field and click on Submit. (7)
- Repeat this procedure until you have selected all organisations that interest you.

*Figure 14 Organisations selector*
Many organisations are subdivided into suborganisations and publish in the name of these suborganisations, not in the name of the parent organisation. The “Select all suborganisations” box is therefore checked by default.

- Notification number on the TED platform
- Enter the publication number of the Official Journal of the European Union (e.g. 2020/S 011-021154)

If you are searching for a notice on the TED platform, in section I of this notice you will find a link to the “buyer profile”. Click on this link to open the notice on e-Notification.

- Type of contract

Only applicable to defense and security contracts and to older inactive classic sector dossiers
○ If you check **Services** you can also select the type of services.
○ If you check **Works** you can also indicate the accreditation class and category.

**Tips and tricks**

![Figure 17 Works/Services](image)

The more search criteria you enter or check, the more limited the search results will be. This might cause you to miss a notice.

○ You do not have to fill in all the fields. Only fill in the most necessary fields.
○ You do not have to enter the whole dossier number. Pay attention to spaces, slashes, capital letters, etc. Please take into account the search operator works.
○ You can delete a code by selecting it then clicking on the recycle bin.
○ To delete a date, click on it. A calendar opens. At the top left corner of the calendar you will see the **Clear** button.
3.2.3 Bulletin

All notices published in the BDA are indexed by date in a PDF file.

Click on the PDF icon next to the required date to download all publications from that day in PDF format.

Here you can find the bulletins from the current month and from the past three months. If you want to go further back in time, contact the help desk.

*Figure 18 Bulletin in PDF format*
3.3 Searching for a notice using search profiles

3.3.1 Introduction

You can use search profiles to follow up on public procurements and to be informed automatically when notices are published that are of interest to you.

- First you must create one or several search profiles. You can also activate a messaging service that automatically informs you of notices of interest to you. To do this follow the instructions in section 3.3.2.

- You can also immediately display the search results for a saved search profile on the website. To do this follow the instructions in section 3.3.3.

- A standard search profile (3.3.2.1) shows the dossiers for which an active notice exists.
- A DPS or Qualification system search profile (3.3.2.2) shows the dossiers of this type during their whole life cycle (by default 4 years).
3.3.2 Creating a search profile and activating messaging

3.3.2.1 Creating a standard search profile

- As soon as you are signed in, click on **My search profiles** in the menu on the left (under **Environment**).
- Enter a name for each search profile you wish to use.
- Enter the search criteria.
- To do this follow the instructions in section 3.2.2.
- You can change your search profiles at any time. Do not forget to **Save** your changes.
- Do not forget to check the YES field to receive notifications by email (See Figure 20 Activating messaging ).
- In the “Additional email addresses” field you can enter up to 3 different email addresses to which the relevant notifications are to be sent.

> **Figure 19 My search profiles**

> - These three email addresses are the same for all your search profiles and your favourite dossiers.
> - you only receive an email when a notice is published that matches your search criteria.
3.3.2.2 Creating a DPS or Qualification system search profile

- In the Environment field you can find two additional search profiles:
  - My DPS search profile
  - My Qualification system search profile

- To make use of these search profiles you follow the same procedure as for standard search profiles (see above).

- Both search profiles show both the active and inactive notices matching the search criteria, and this for the whole life cycle of the dossier.
3.3.3 Showing the result of a search profile

Once you are logged in you arrive at the homepage.

Under **Search profiles** you see the different search profiles that you have saved.

Click on the name of the search profile with which you want to search.

You see all active notices matching the search criteria.

To go back to the homepage click **Home**.

*Figure 22 Retrieving a search profile result*
3.4 Browsing the search results

3.4.1 Starting situation

Even if you search using specific search criteria, you will often be presented with a number of results. There is a simple way to find the notice you are looking for.

3.4.2 Method

You have various options on the page with search results:

- Hover the cursor over the icon to see a summary about the notice.
- You can download notices in PDF or XML format. Check the box next to the announcement(s) you wish to download and at the top click on the desired file format. You can now download a zip file containing the notices in the selected format.
- In the Dossier number column click on the dossier number to open the dossier. Here you can find:
  - General information (management data/info sheet);
  - The different notices and errata linked to this dossier in order of publication;
  - The tendering specifications (terms of reference documents);
  - The accompanying documents.
- Click on the PDF icon and choose your language (in case of a multilingual publication) to consult the notice in PDF format.
- Only the 4 most recent notices are displayed; click on Show all notices to display the other notices.
- Click on the name of a document to open or download it.
- To download all documents at once, scroll down and click on Download all documents. All notices, tendering specifications and accompanying documents included in the dossier are downloaded in a single zip file.

Companies downloading the dossier will receive both the original and the corrected notices, the errata and the latest versions of the procurement documents in a zip file. Previous versions of the procurement documents are still available for consultation online.
A public buyer can publish an erratum for different reasons. Errata can be identified on the basis of the suffix shown between brackets:

- (E): erratum to the notice, along with the corrected (and therefore most recent version) of the notice (recognizable by the version number).
- (ED): erratum to a document, when new tendering specifications and/or accompanying documents were added.
- (STOP): incomplete procedure (discontinuation).
- (NA): not awarded.

To return to the search results page, click on the “Go back to search results” button at the top of the page.
From the search results page, you can go back to the search criteria by clicking on **Back to search criteria** at the bottom of the page.

*Figure 28 Back to search criteria*
4 Managing my profile and my dossiers

4.1 Business card

4.1.1 Starting situation

You can use the business card to increase your visibility in the e-Procurement applications. Public buyers can look up your company on the basis of the information you have filled in on the business card.

4.1.2 Method

- To display your business card:
  - Log in as a company.
  - In the menu on the left click on Business card.

- To modify your business card:
  - In the banner at the top of the page, click on Central User Management.
  - In the menu on the left, click on My profile.
  - Open the Business card tab.
4.2 Favourite dossiers

4.2.1 Starting situation

- You are logged in.
- You are on the page with Management data
- By adding a dossier to your favourites
  - you can easily go to the dossier without having to look it up again;
  - you can activate a messaging service that informs you of each change to the dossier.

*Figure 30 Add to my favourites*
4.2.2 Method

- Click on the “Add to my favourites” button at the top of the page.

- You are redirected to the My favourite dossiers summary
  
  o where you can delete the dossier by clicking on the little red cross \( \times \) (1);
  
  o and where you can subscribe to messaging to follow up on this dossier (2).

  You receive an email after each change. If you receive a mail, you must open the dossier on e-Notification to see the changes (e.g. an erratum that has been published, an contract award notice that has been published, etc.).

- The dossiers you have added to your favourites are shown on the home page. You can manage them by clicking on My favourite dossiers under Environment.
5 How do I respond to a notice?

5.1 Downloading a dossier

5.1.1 Starting situation

You are currently in a dossier.

5.1.2 Method

- Scroll down and click on **Download all documents**.
- All notices, tendering specifications and accompanying documents included in the dossier are downloaded in a zip file.

![Figure 32 The procurement documents](image)

**Warning** This function has limitations. If you get an error message while using it, this means that the contracting authority has **uploaded too many/too heavy documents**. In that case you can **download the documents one by one**.

**Info** URLs which make procurement documents available will not be included.
5.2 Adding to my favourite dossiers

See section 4.2 “Favourite dossiers”

5.3 Access to e-Tendering

5.3.1 Starting situation

- The contracting authority provides the possibility of submitting a tender electronically. In that case you can find an accompanying document in the dossier which explains how you can submit electronically.

- In the other case you can find the information in the notice itself and/or the specifications and/or the accompanying documents.
5.3.2 Method

- Click on the “Access to e-Tendering platform” button.
- For more info about the use of e-Tendering please visit www.publicprocurement.be

5.4 Participating in a forum

5.4.1 Starting situation

- You are logged in as a company.
- You are on the page with management data for the dossier.
- The contracting authority has activated use of the forum.
5.4.2 Method

- Click on the View forum button.
- Click on the button: Submit a question.
- Enter a subject and ask your question.
- Click on Submit question.
- The contracting authority receives a message that you have asked a question.
- As soon as they have answered your question the answer will appear on the site. You are not informed of this by email. You must therefore regularly check the forum.
- You can view questions that have already been answered. This way, you might find an answer without posting a new question.

Figure 35 Poser une question
Annex 1: opening a restricted dossier

- If you have been selected by a contracting authority for a negotiated procedure or a restricted dossier, you will receive a mail with an invitation (PDF).

- Read the invitation (InvitationDocument.pdf). This document contains information about the dossier.

- The invitation itself consists of 4 pages.
  - 1st page: dossier number + name of the selected company.
  - 2nd page: the invitation text written by the contracting authority. Read this carefully.
  - 3rd page: this page provides instructions that explain how you can access the dossier and how you can register. Please refer to chapter 1 of this manual.

Without an account you cannot access the restricted dossier and the accompanying documents (e-Notification) nor can you submit a tender on e-Tendering.

If you are already registered you obviously do not need to register again but you use your existing login credentials.

Figure 36 The invitation document
4th page: this page includes information about the dossier.

**Dossier parameters:**

- BDA number
- Invitation date: date on which the contracting authority sent its invitation.
- Last submission date: the tenders must be submitted to the contracting authority before this time.
- Opening date: at this time the contracting authority will open the tenders received.

**Going to the dossier:**

Here you will find a link to **e-Notification** and possibly to **e-Tendering**. Follow the instructions below to access the dossier.

1. **You already have an e-Procurement account**
   - save the invitation to your hard drive and open it with a PDF reader (e.g. Adobe Reader);
   - open [https://my.publicprocurement.be](https://my.publicprocurement.be) and click on “Login” in the menu on the left;
   - log in with your username and password;
   - scroll down to section 3.2 of the invitation;
   - click on the **e-Notification** link;
   - the website will ask you for another password (“Restricted dossier password verification”)
   - copy-paste the password that can be found below the links in section 3.2 of the invitation;
   - click on “Verify password”.

- E-mails are generally sent via the address tender.invitation@publicprocurement.be. Add this address to your white list.
- You cannot retrieve this dossier using the search engine. In order to access the dossier, please **click on the links** in section 3.2. Copy-pasting the links will often result in an error.
- However, we strongly advise you to **copy-paste the restricted dossier password** to avoid typos.
- On **e-Notification** you will find the tendering specifications. In many cases you will also find a link that allows you to “access the e-Tendering platform”. **e-Tendering** is the platform in which you can submit and sign your offer electronically.
2. You don’t have an e-Procurement account

Create an account as an enterprise. The relevant information can be found in the manual “User management – enterprises”:
6 How to contact us?

Belgian Federal e-Procurement service
DG Federal Accountant and Procurement

FPS Policy and Support

e.proc@publicprocurement.be

WTC III, Boulevard Simon Bolivar 30, box 1
1000 Brussels
02/740 80 00

Visit us at
http://www.publicprocurement.be

e-Notification website:
https://enot.publicprocurement.be/