

E-NOTIFICATION

MANUAL FOR ENTERPRISES

31/03/2021

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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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:

<https://www.publicprocurement.be/fr/documents/user-management-enterprises-pdf>

2 Summary of user options

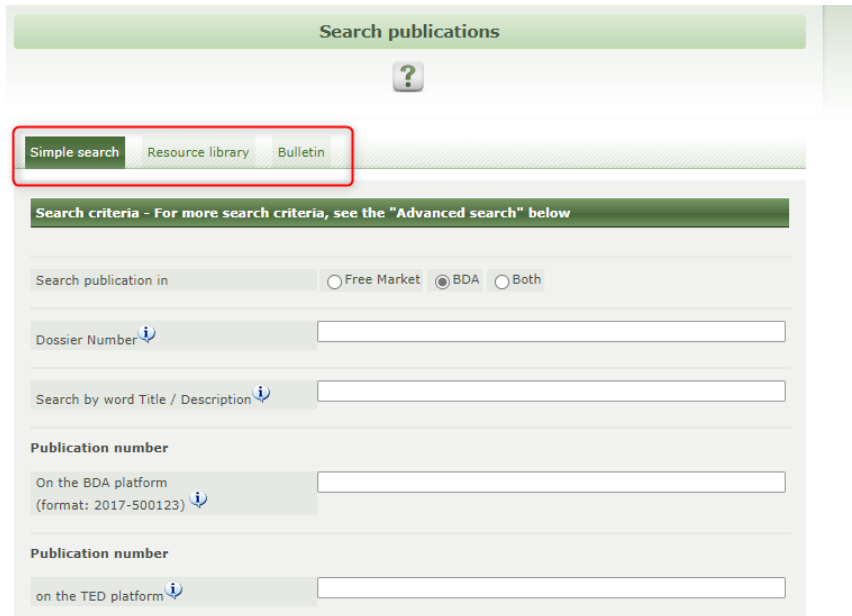
The user options on **e-Notification** differ depending on the role of the user. When you are not signed in on the website (anonymous), the options are limited to the publically available functions of the system. To be able to use all the functions, we strongly recommend you to register and sign in on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

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

Anonymous	Registered
Search for a notice	Search for a notice
Browse the search results	Browse the search results
Download a dossier	Download a dossier
-	Configure a search profile
-	Configure a “Dynamic purchasing system” search profile
-	Configure a “Qualification system” search profile
-	Activate messaging
-	Add a dossier to your favourite dossiers
-	Quickly and simply gain access to selected dossiers
-	Create a business card
See the availability of a forum	Participate in a forum
Access to the e-Tendering platform	Access to the e-Tendering platform

3 How to search a notice?

3.1 Searching for a notice using the search engine



The screenshot shows a web interface titled "Search publications". At the top, there is a green header with a question mark icon. Below the header, there are three tabs: "Simple search", "Resource library", and "Bulletin". The "Simple search" tab is selected and highlighted with a red box. Below the tabs, there is a section titled "Search criteria - For more search criteria, see the 'Advanced search' below". This section contains several search fields: "Search publication in" with radio buttons for "Free Market", "BDA" (selected), and "Both"; "Dossier Number" with a text input field; "Search by word Title / Description" with a text input field; "Publication number" with two sub-sections: "On the BDA platform (format: 2017-500123)" and "on the TED platform", each with a text input field.

Image 1 the search engine

- Go to <https://enot.publicprocurement.be>.
 - Sign in.
 - Select **Simple search.**
 - Enter one or more search criteria:
 - Enter the dossier number in the field provided.
e.g. - **BOSA-DGFAP** - **FORCMS** - **COVID19-133**
- ☞ A dossier number consists of two parts:
- ☞ the organisation acronym
 - ☞ and the number that the organisation itself has assigned to the dossier (internal dossier number)
- ☞ Only enter the number in the search criteria.
- ☞ Click on

3.1.1 Simple search

The screenshot shows a search interface with a green header 'Search publications' and a question mark icon. Below the header are three tabs: 'Simple search' (selected), 'Resource library', and 'Bulletin'. A green bar below the tabs contains the text 'Search criteria - For more search criteria, see the "Advanced search" below'. The search criteria section includes several input fields and radio buttons: 'Search publication in' with options 'Free Market', 'BDA', and 'Both'; 'Dossier Number' with an information icon; 'Search by word Title / Description' with an information icon; 'Publication number' with a sub-section 'On the BDA platform (format: 2017-500123)' and an information icon; another 'Publication number' sub-section 'on the TED platform' with an information icon; 'Type of contract' with options 'Works', 'Supplies', and 'Services'; and 'Dispatch date' with options 'Today', 'Today and yesterday', 'Past week', and 'Period'.

Image 2 Simple search

For a **Simple search**

1) Search by word:

- Enter (part of) the word that is included in the title or description of the invitation to tender.
- Enter the keywords required for your search.



You can enter up to three keywords in combination in a search.



You can enter a combination of multiple keywords :


- By entering a **+** character between the words. Words combined with this character are regarded as being in an "or" relationship.
- By entering a **%** character between the words. Words combined with this character are regarded as being in an "and" relationship.


- By default, this search is carried out in the user's language (for example, in the screenshot on the left, the user's language is English.)



In the case of a search term in a foreign language -> select "Advanced search".

2) Search by publication date:

Dossier Number 

Search by word Title / Description 

Publication number



On the BDA platform
(format: 2017-500123) 

Image 3 Search by word


Search publications




Simple search | Resource library | Bulletin


Search criteria - For more search criteria, see the "Advanced search" below

Search publication in Free Market BDA Both


Dossier Number 

Search by word Title / Description 

Publication number

On the BDA platform
(format: 2017-500123) 

Publication number

on the TED platform 

Type of contract Works Supplies Services


Dispatch date  Today Today and yesterday Past week Period

Image 4 Publication number

- On the BDA platform

Format : 2021-500889

- On the TED platform

Use the TED number of the European publication platform.

Format: : 2021 / S 001-000000

On our platform, you can only use this number to search for notices from contracting authorities in Belgium. European invitations to tender originating from other countries are not available on our platform.

3) Type of contract:

- Works
- Supplies (of goods)
- Services

4) Dispatch date:

The date on which the contracting authority sent the notice to the platform. This may differ from the date of publication.

Choose from:

- Today
- Today and yesterday
- Past week
- Period



The dispatch date is set by default to "past week". This limits the number of searches considerably. We therefore recommend that you always select "period" when starting a new search, in order to view all results.

The image shows two screenshots of a search interface. The top screenshot shows the 'Dispatch date' filter with the 'Period' radio button selected and the 'Period (from - to)' text box highlighted with a red box. The bottom screenshot shows the same interface with the 'Period' radio button selected and the 'Period (from - to)' text box highlighted with a red box, with a calendar pop-up for February 2021 overlaid on it.

Image 5 Dispatch date

3.1.2 Advanced search

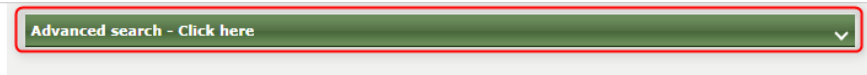


Image 6 Advanced search

Advanced search - Click here

Publication in status Active Inactive All

Publication languages de en fr nl

Type of publication Prior information (PIN only) Contract notice Award
 Dynamic Purchasing System Qualification System

Tender submission deadline (from - to) ↓

Type of contract Works Supplies Services

Accreditation code for enterprises Select the accreditation code

Category

Type of services (for Defense & Security contracts) - All types -

CPV Codes

NUTS Codes

NUTS Codes Place of performance Contracting authority

Organisation ↓

Select all suborganisations

Search

Image 7 Overview of the advanced search

To switch to an **Advanced search**, click on the drop-down menu underneath.

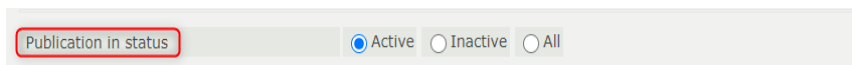
1) Publication in status:

- Active
- Inactive
- All

Active	Inactive
The active notices are notices: <ul style="list-style-type: none">• whose submission deadline has not yet passed.• that have been recently published.	The inactive notices are notices: <ul style="list-style-type: none">• whose submission deadline has passed.• that were published more than three months ago.

2) Publication languages:

Select the language of publication/the keywords that you have entered (de, en, fr or nl).



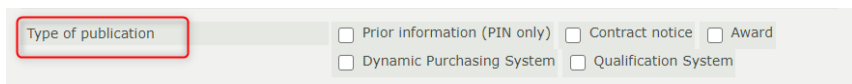
Publication in status Active Inactive All

Image 8 Publication in status



Publication languages de en fr nl

Image 9 Publication languages



Type of publication Prior information (PIN only) Contract notice Award
 Dynamic Purchasing System Qualification System

Image 10 Type of publication

3) Type of publication:

You can use this option to search according to type of publication, such as:

- Prior information (PIN only): a publication posted prior to announcement of the contract.
- Contract notice: an announcement of an invitation to tender.
- Award: an announcement of the awarding of a contract.
- Dynamic Purchasing System: a type of purchasing method.
- Qualification System:

4) Tender submission deadline

If you wish, you can enter dates to refine the search.

Example:

- From 01/09/2021
- To 01/12/2021

5) Type of contract

- Works (see 5a.)
- Supplies
- Services (see 5b.)



Other fields will be active depending on your selection.

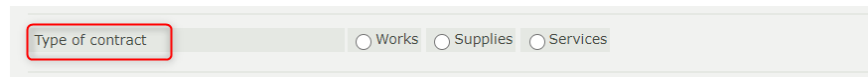
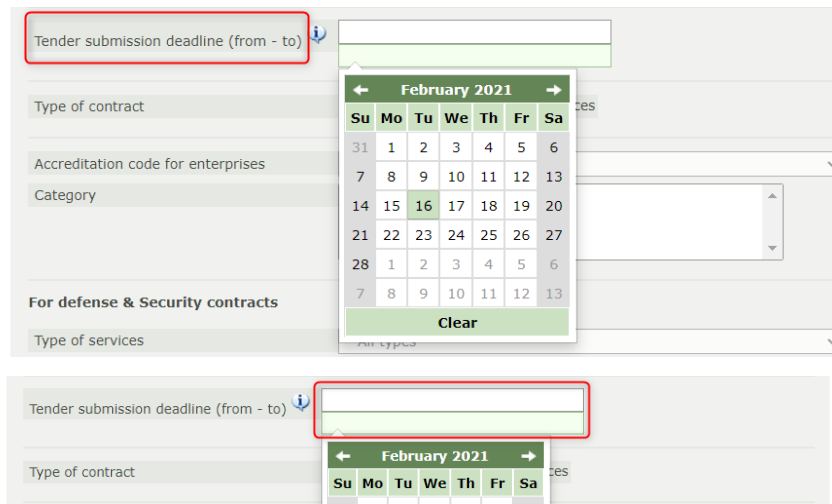


Image 12 Type of contract

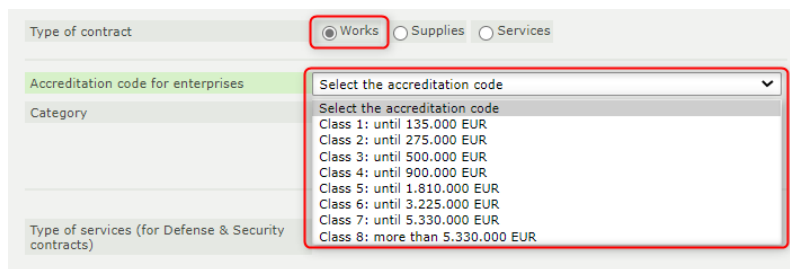





Image 13 Works

5a. Class of company

If you select **Works**, you can also select the class and category of the company (in addition).

The accreditation code is defined for each class (from 1 to 8) depending on the maximum amount.

- You can also click on  to search for the accreditation code.
- Use  to remove the selected field.

 The search is carried out using the selected class AND the primary class.

Method: see explanation of CPV codes (page 18).

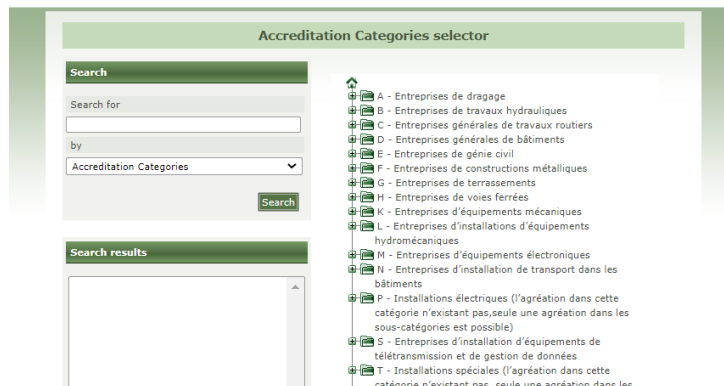


Image 14 Search engine

5b. Type of contract (for the sectors Defence and Security)

If you select **Services**, you can also select the type of service.

The contract type "Services" only relates to Security. For this reason, this search option will only show results that relate directly to this sector.

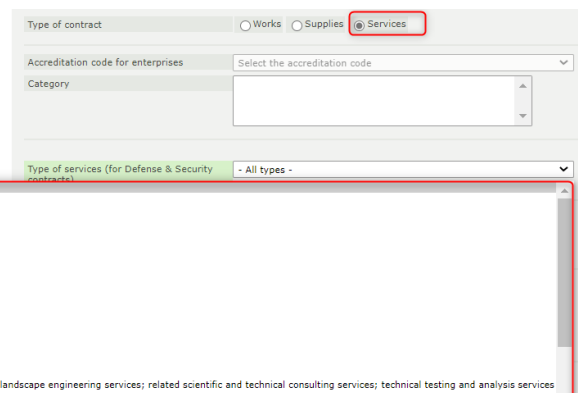



Image 15 Services and type of services

6) CPV codes:

In the contract notice, the contracting authority assigns one or more CPV codes to the dossier. This code refers to the content of the contract.

You can search for and select a CPV code like this:

- Click on the magnifying glass  next to the empty field.
- In the "Search" field **(1)**, type
 - the code for which you want to know the sub-codes;
 - a keyword. Under "by", replace "CPV code with " keyword ".
(2)
- Click on **Search**. **(3)**
- In the **Search results** field, the search engine will show the results that match the criteria. **(4)**
- Double-click on a code **(4)** in order to check within the tree structure exactly what this code contains **(5)**.

CPV code selector

Search

Search for
 1

by
 2

3

Search results

03417000 4

6

Selected

- 03000000 - Agricultural, farming, fishing, forestry and related products
 - 03100000 - Agricultural and horticultural products
 - 03200000 - Cereals, potatoes, vegetables, fruits and nuts
 - 03300000 - Farming, hunting and fishing products
 - 03400000 - Forestry and logging products
 - 03410000 - Wood
 - 03411000 - Coniferous wood
 - 03412000 - Tropical wood
 - 03413000 - Fuel wood
 - 03414000 - Rough wood
 - 03415000 - Softwood
 - 03416000 - Wood waste
 - 03417000 - Scrap wood 5
 - 03417100 - Sawdust
 - 03418000 - Logs
 - 03418100 - Hardwood
 - 03419000 - Timber
 - 03419100 - Timber products
 - 03419200 - Mining timber
 - 03420000 - Gums
 - 03430000 - Cork
 - 03440000 - Forestry products
 - 03450000 - Tree-nursery products
 - 03460000 - Pulp

Image 16 Selection of CPV codes

- Click once on the code that you want to select **(4)** and click on the **Add** button if you want to use the code. **(6)** The code will appear in the **Selected** field. **(7)**
- Click on **Submit** to add the selected codes to the search. **(8)**
- If you select a primary code, you will see a result that includes all underlying codes.

For example: if you choose the code 2400000000 "Chemicals", you will also see results for codes 24100000 "Gases", 2411000000 "Industrial gases", ... but also for the code 2420000000 "Colours and pigments", etc.

i **e-Notification only takes account of the primary CPV code**, i.e. the code that was assigned to the contract. The CPV codes of individual lots are not included in the search.

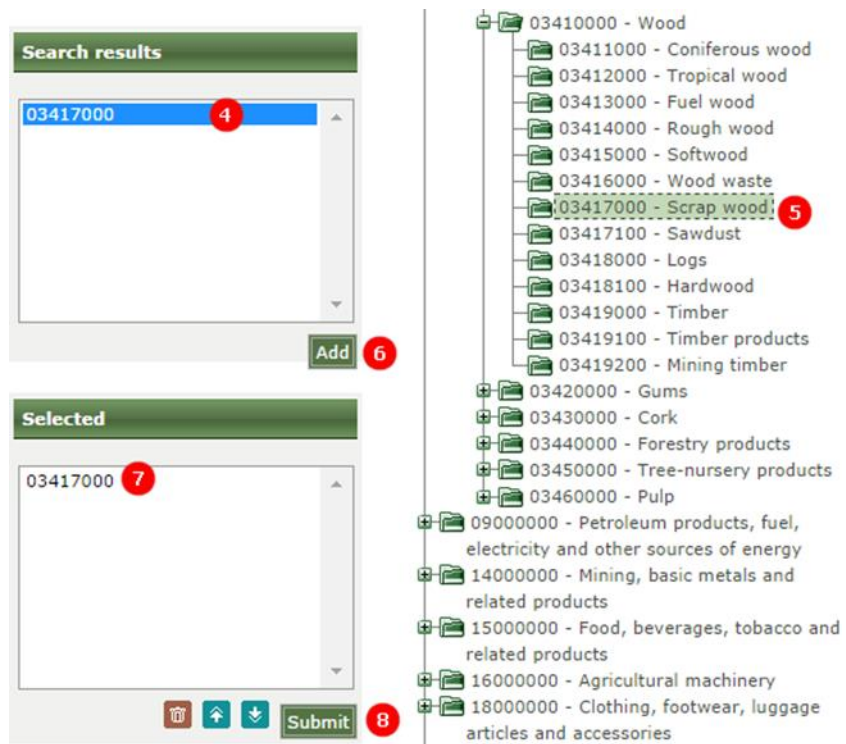


Image 17 Selection of CPV codes (2)

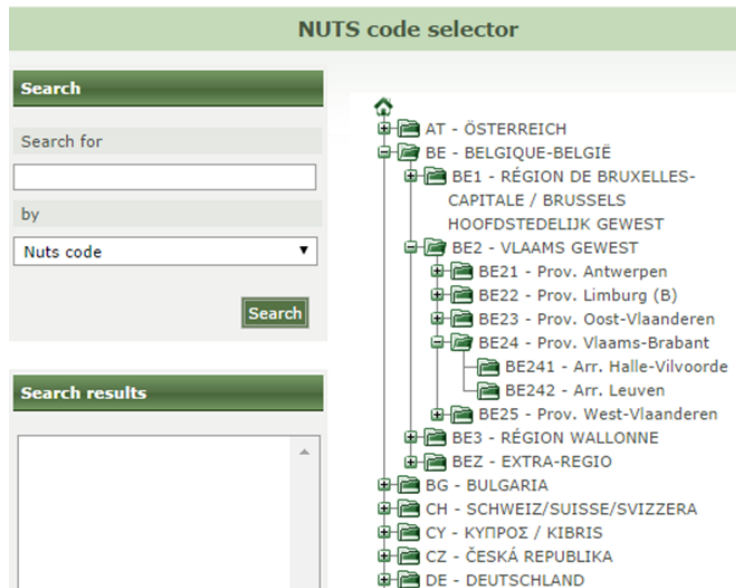


Image 18 Selection of NUTS code

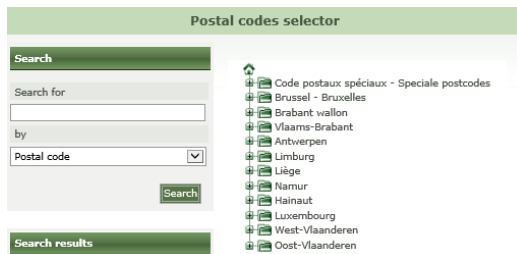



Image 19 Selection postal code

7) NUTS code


The NUTS code is a code that states the location of the authority on the one hand and the place where the works/supplies/services are to be performed on the other hand.

Use the magnifying glass to select the exact region .

Method: see explanation for CPV code.

- Select a primary code and you will see the results including all underlying codes.

For example: if you select the code "BE2 – VLAAMS GEWEST", you will also see the results for the code "BE21 - Prov. Antwerpen", "BE22 - Prov. Limburg", etc.

 Using NUTS codes refines the number of searches considerably.

Select the context for which you are adding the NUTS code:

- Place of performance
- (Place of the) Contracting authority

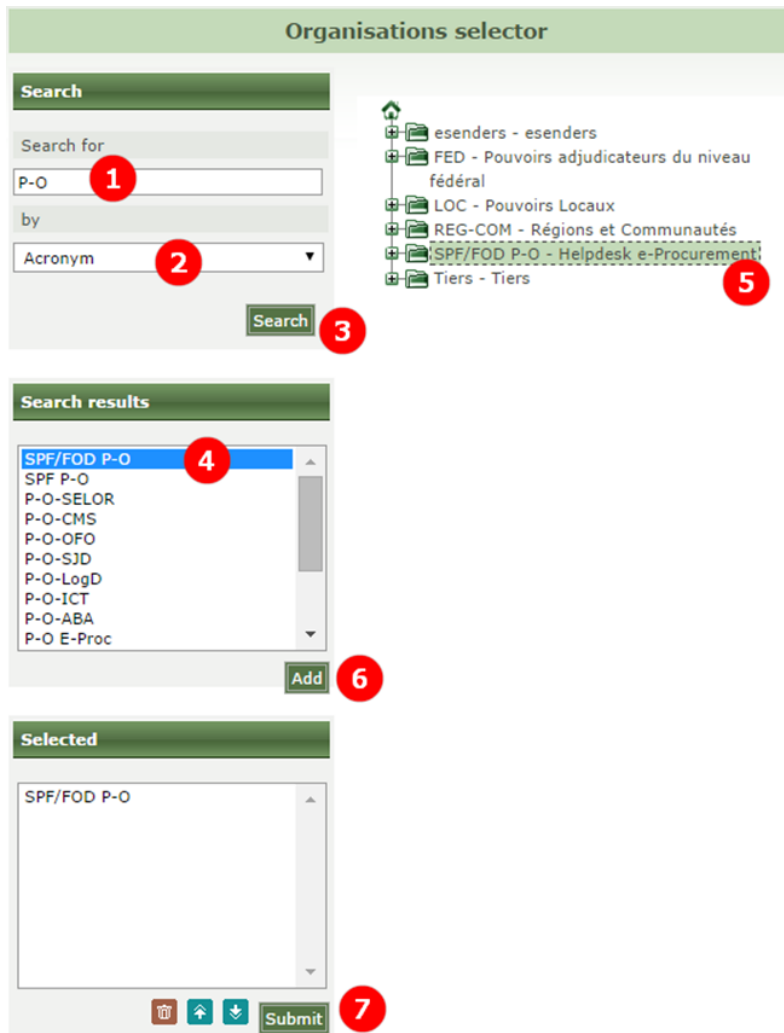



Image 20 Selection of organisation

8) Organisation

If you wish to search for a notice from a particular contracting authority, click on the magnifying glass to search for the organisation .

- Type the organisation acronym in the " Search " field. (1)
- Under " by ", change " Name " to " Acronym ". (2)
- Click on **Search**. (3)
- Click once on the searched-for result (4) containing the acronym of the organisation and click on **Add**. (6)
- Double-click on the name (4) to check in the tree structure exactly which organisation is concerned. (5)
- Click once on the result that is now shown under **Selected** and click on **Submit**. (7)
- Repeat this procedure until you have selected all organisations in which you are interested.

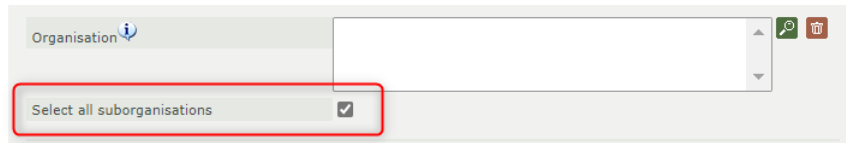


Image 21 Selection of suborganisations



Many organisations have been subdivided into **suborganisations**.

These only publish in the name of the suborganisation and not in the name of the parent organisation. For this reason, the "Select all suborganisations" tick-box is ticked by default.

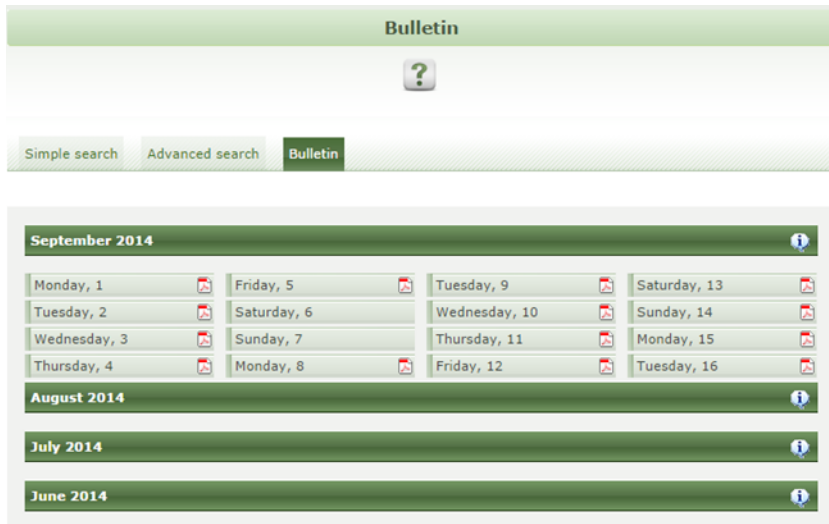



Image 22 Bulletin in PDF format

All notices are published in the BDA (Bulletin Der Aanbestedingen [Bulletin of Invitations to Tender]) and are listed in a PDF by date.

Click on the PDF icon  next to the desired date to download a PDF of all publications for that date.

Bulletins from the current month and the three preceding months are shown here. If you wish to search for earlier publications, please contact the help desk.

3.2 Searching for a notice using search profiles

3.2.1 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).

3.2.2 Creating a search profile and activating messaging

3.2.2.1 Creating a standard search profile



Image 23 My search profiles

- 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 **Fout! Verwijzingsbron niet gevonden.**).
- In the “Additional email addresses” field you can enter up to 3 different email addresses to which the relevant notifications are to be sent.



- 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.

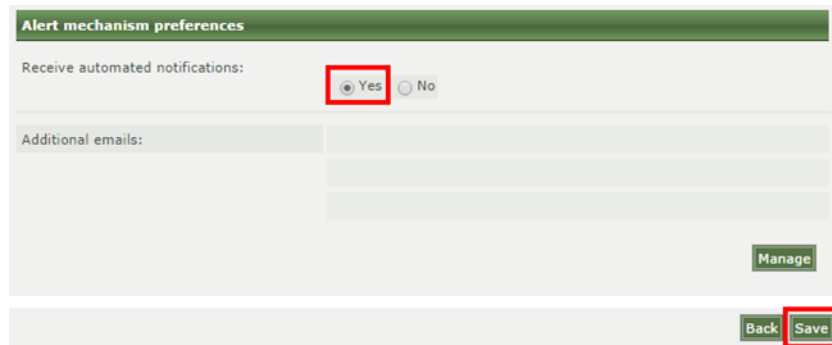


Image 24 Activating messaging

3.2.2.2 Creating a DPS or Qualification system search profile



Image 25 Special search profiles

- 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**.

3.2.3 Showing the result of a search profile



Image 26 Retrieving a search profile result

- 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**.

3.3 Browsing the search results

3.3.1 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.

3.3.2 Method

Dossier Number	Publication number (BDA)	Title	Publication date	Procedure type	Tender submission deadline		
I-I.NW-57/52/3/...	2014-522272	57/52/3/14/012 - Vegetatiebeheer van de taluds op het arrondissement I-I.NW.31 Gent-Sint-Pieters langsheen de lijnen 50, 50E, 50A, 75, 86 en 89 : Winterbehandeling : het manueel kappen van bomen en struikgewas in de rand-, struik- en corridorzone inclusief het verwijderen of het verhakselen van het houtafval en het verwijderen van zwerfvuil.	02/10/2014	Open	19/11/2014		
I-I.CE-57/54/1/...	2014-522259	Nettoyage de bureaux sanitaires et vitres au centre de formation (Petite Ile)	02/10/2014	Open	04/11/2014		
ICDI-PPP0K1-241...	2014-522278	Marché pour le tri temporaire de la fraction des bouteilles et flacons en plastique, emballages métalliques et cartons à boissons (PMC) d'origine ménagère de l'Intercommunale du Brabant wallon (IBW)	02/10/2014	Open	21/10/2014		
Antwerpen-PPP0K...	2014-522282	Uitnodiging tot indienen offerte - Bestatingswerken Zwarte-Arendlaan - Vereenvoudigde onderhandelingsprocedure met bekendmaking	02/10/2014	Accelerated negotiated	15/10/2014		

Image 27 Search results

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.

Notices						
25	4 items found, displaying all items.1					
Reference Number	Title	LG	Type	Publication date	Link to OPOCE	
FOD_SZ-FOD_SZ-463174-F02_1	Mise à disposition de personnel informatique au SPF Sécurité Sociale	[fr, nl]	F2	30/05/2011		
FOD_SZ-FOD_SZ-463174-F02_1 (E)	Mise à disposition de personnel informatique au SPF Sécurité Sociale	[fr, nl]	F14	30/05/2011		
FOD_SZ-FOD_SZ-463174-F02_0 (ED)		[fr, nl]	F14	23/05/2011		
FOD_SZ-FOD_SZ-463174-F02_0	Mise à disposition de personnel informatique au SPF Sécurité Sociale	[fr, nl]	F2	19/05/2011	http://ted...	

4 items found, displaying all items.1

[Show all notices](#)


Image 28 Show all notices

Accompanying Documents			
25	4 items found, displaying all items.1		
Doc name	LG	Type/Size	Created On
Bijlage B -electr- Analist-Programmeur EAD- NL.xls	nl-NL	38.4 kb	19/05/2011
Bijlage B - electr- Analist-Programmeur EAD- FR.xls	fr-FR	37.376 kb	19/05/2011
BIJLAGE INSCRIVINGSFORMULIER NL.doc	nl-NL	63.488 kb	19/05/2011
ANNEXE FORMULAIRE D'INSCRIPTION FR.doc	fr-FR	58.368 kb	19/05/2011

4 items found, displaying all items.1

[Download all documents](#)

Image 29 Download all 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.

Notices							
25 3 items found, displaying all items.1							
Reference Number	Title	LG	Type	Purpose	Dispatch date	Link to TED	
ULB-PPPOLF-1032/9073...	Invitation à présenter une offre - Remplacement du monte-charge du bâtiment UC et rénovation des 3 ascenseurs du bâtiment NB - Procédure négociée directe avec publication préalable	[fr]	F2	CN	19/12/2019		
ULB-PPPOLF-1032/9073... (E)	Remplacement du monte-charge du bâtiment UC et rénovation des 3 ascenseurs du bâtiment NB - Procédure négociée directe avec publication préalable	[fr]	F14		27/01/2020		
ULB-PPPOLF-1032/9073... (ED)	Remplacement du monte-charge du bâtiment UC et rénovation des 3 ascenseurs du bâtiment NB - Procédure négociée directe avec publication préalable	[fr]	F14		11/02/2020		

3 items found, displaying all items.1

Image 30 Errata

- 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.



Image 31 Go back to search results

- To return to the search results page, click on the “Go back to search results” button at the top of the page.

GOI- GO/IRW/1570...	2014- 522273	Wervik BS De Horizon - nieuwbouw met 6 klassen/polyvalente zaal/sanitair en berguimte dmv Design en Build	02/10/2014	Open	15/12/2014		
ville de Visé- PPP05Q-536...	2014- 522264	Rénovation de deux appartements de transit	02/10/2014	Open	18/11/2014		

4,106 items found, displaying 1 to 25.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

[Back to search criteria](#) [Invert selection](#)

Image 32 Back to search criteria

- 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.

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

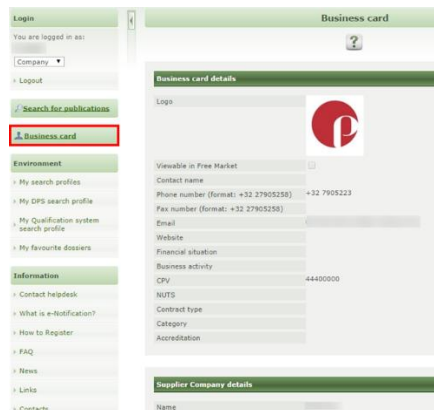


Image 33 Business card details

- 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



Publication dossier

?


DEFENCE
PEACE OUR PRIORITY

 Add to my favourites

 Go back to search results

Management data

Awarding authority	MRMP-L/S - Direction Générale Material Resources - Division Marchés Publics - Section "Land Systems" - Sous-section "Services"
File reference number	MRMP-L/S-14LS328-F03
Title	Contrat ouvert (2014-2018) portant sur un contrat d'assistance FULL OMNIUM des ambulances SPRINTER 4x4 (partie chassis).

Image 34 Add to my favourites

- 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.

4.2.2 Method

My favourite dossiers

25 2 items found, displaying all items.1

Reference Number	Title	Type	Last update	Opening date	Actions
Ziekenhuis Oost-Limburg (3p): S2/24-F02_0	STEDENBOUWKUNDIG MASTERPLAN	CONTRACT NOTICE	02/10/2014		✖
MRMP-L/S: 14LS328-F03_0	Contrat ouvert (2014-2018) portant sur un contrat d'assistance FULL OMNIUM des ambulances SPRINTER 4x4 (partie chassis).	CONTRACT AWARD NOTICE	02/10/2014		1 ✖

2 items found, displaying all items.1

Alert mechanism preferences

Receive automated notifications: Yes No

Additional emails: 2

Manage

Save

Image 35 My favourite dossiers summary

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



- You are redirected to the **My favourite dossiers** summary
 - where you can delete the dossier by clicking on the little red cross ✖ (1);
 - 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

Terms of Reference Documents			
25	5 items found, displaying all items.1		
Doc name	LG	Type/Size	Created On
DEF VERS_NL_2011- Informaticapersoneel FOD SZ.pdf	nl-NL	154.65 kb	19/05/2011
DEF VERS_NL_2011- Informaticapersoneel FOD SZ.pdf	fr-FR	154.65 kb	19/05/2011
DEF VERS_FR_2011-Personnel informatique SPF SS.pdf	fr-FR	149.024 kb	23/05/2011
DEF VERS_FR_2011-Personnel informatique SPF SS.pdf	fr-FR	149.024 kb	23/05/2011
DEF VERS_FR_2011-Personnel informatique SPF SS.pdf	fr-FR	149.024 kb	23/05/2011

Accompanying Documents			
25	4 items found, displaying all items.1		
Doc name	LG	Type/Size	Created On
Bijlage B - electr- Analist-Programmeur EAD- NL.xls	nl-NL	38.4 kb	19/05/2011
Bijlage B - electr- Analist-Programmeur EAD- FR.xls	fr-FR	37.376 kb	19/05/2011
BIJLAGE INSCHRIJVINGSFORMULIER_NL.doc	nl-NL	63.488 kb	19/05/2011
ANNEXE FORMULAIRE D'INSCRIPTION_FR.doc	fr-FR	58.368 kb	19/05/2011

Download all documents

- 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.



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**.



URLs which make procurement documents available will not be included.



Companies downloading the dossier will receive both the original and the corrected notices, the errata and the latest versions of each procurement document in a zip file. Any previous versions of the procurement document can still be consulted online but will not be included in the zip file.

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



Image 37 Accessing the e-Tendering platform

- 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

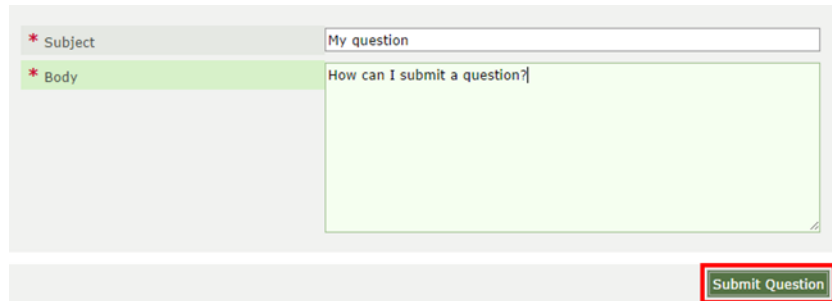
5.4.1 Starting situation



Image 38 Accessing the forum

- 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



* Subject My question

* Body How can I submit a question?

Submit Question

Image 39 Submit a question

- 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.

Annex 1: opening a restricted dossier

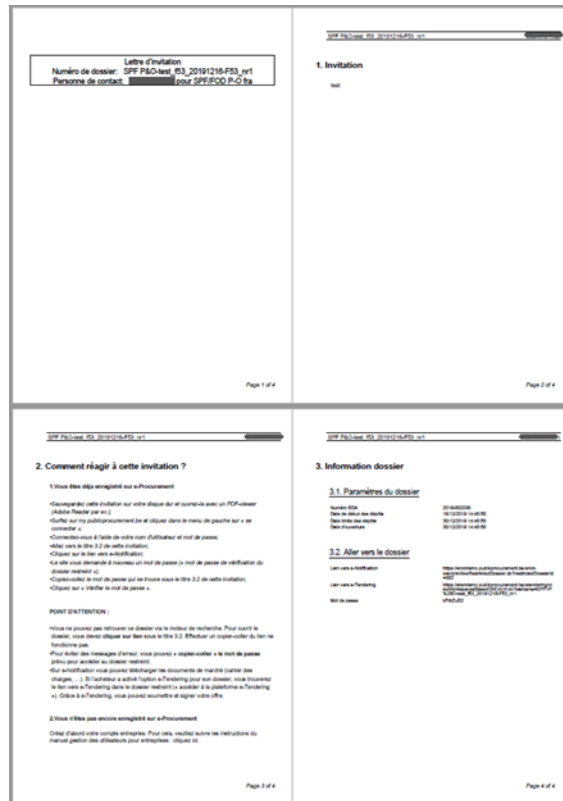


Image 40 The invitation document

- 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.

- *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> 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":

<https://www.publicprocurement.be/fr/documents/user-management-enterprises-pdf>

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/>

