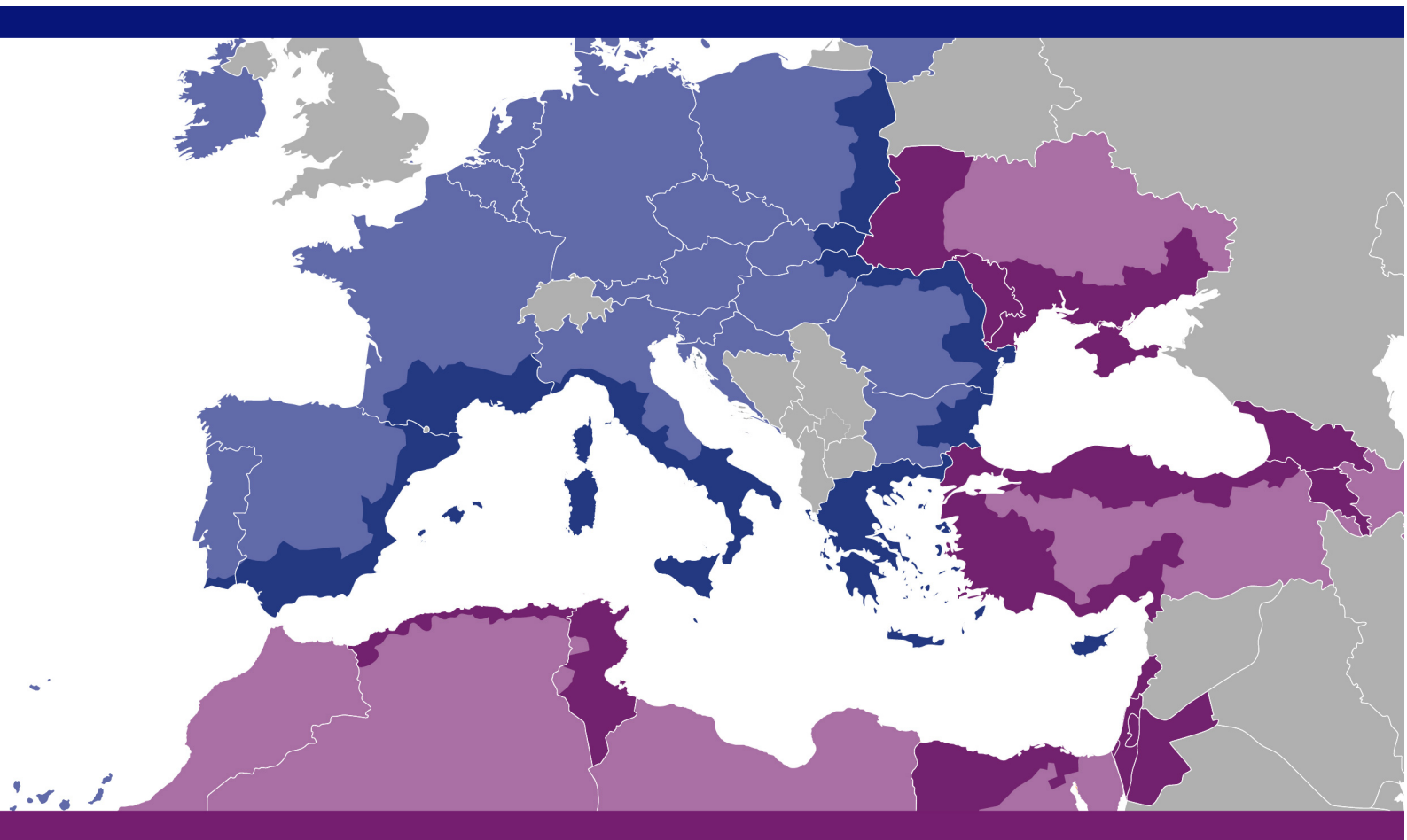


How to publish a public procurement announcement in the Supplement to the Official Journal of the European Union

A short manual for Interreg NEXT beneficiaries from Partner Countries

March 2025



Interreg
TESIM NEXT



Funded by
the European Union

Implemented by



particip

Disclaimer: This **non-binding document** has been developed by the TESIM project. It does not necessarily reflect the views of the European Commission on the topic and is presented to programme and project practitioners **for illustrative purposes only**.

I. Introduction

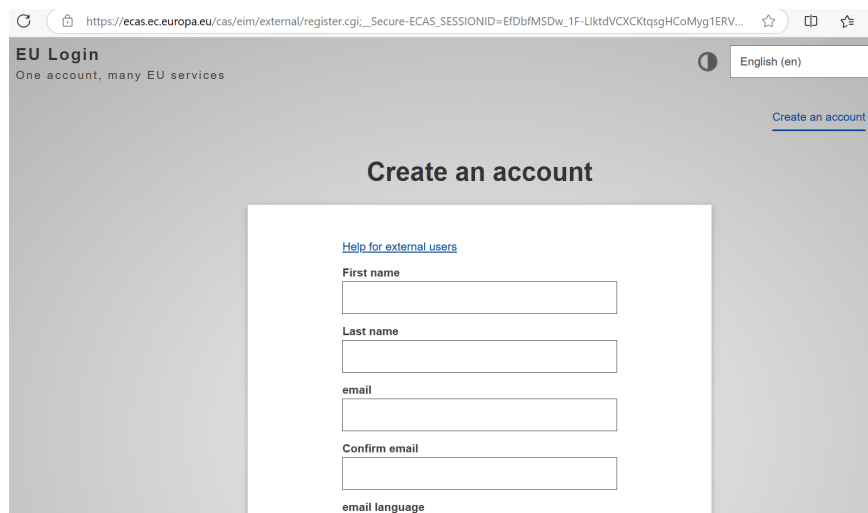
Publishing a public procurement announcement in the Supplement to the Official Journal of the European Union (OJEU) is a structured process designed to ensure transparency and equal opportunity across Member States and, by extension, to the rest of countries participating in Interreg NEXT. The OJEU's Supplement is dedicated to public procurement notices and is accessible online via the [Tenders Electronic Daily \(TED\) portal](#). This manual is designed for beneficiaries from Partners Countries who plan to conduct procurement procedures that require publication in the OJEU in accordance with the provisions laid down in Annex II of the Financing Agreements signed by their national government.

II. Step by step process of publishing in the OJEU

The process of procurement notice publication in OJEU is described in the following steps:

1. Step one: set up an account

First of all, a beneficiary wishing to publish a procurement announcement in the OJEU must create an account on the [EU-Tenders website](#).



The screenshot shows a web browser window with the URL https://ecas.ec.europa.eu/cas/eim/external/register.cgi?_Secure-ECAS_SESSIONID=EFDbfMSDw_1F-LlktDVCXCKtqsgHCoMyg1ERV.... The page is titled "EU Login" with the tagline "One account, many EU services". In the top right corner, there is a language selector set to "English (en)" and a "Create an account" link. The main heading is "Create an account". Below this, there is a "Help for external users" link. The registration form includes the following fields: "First name", "Last name", "email", "Confirm email", and "email language".

The instructions on how to register as a new user are available in this [video tutorial](#). If a beneficiary has already an EU Login, it can be used for the EU-Tenders website.

2. Step two: choose the method of application

Beneficiaries who must or want to publish announcements in the OJEU on the TED website have a choice of methods to submit their forms, which may **depend on**

national legislation. First, the beneficiary acting as a contracting authority (buyer) must check if the use of eSender is compulsory according to the national legislation¹.

The screenshot shows the TED website interface. At the top, there is a navigation bar with the European Union logo and 'Log in' and 'English' options. Below this is the 'EU tenders' section, which includes a search bar and a 'Menu' button. The main content area is titled 'List of TED eSenders' and contains a disclaimer and a table of eSenders.

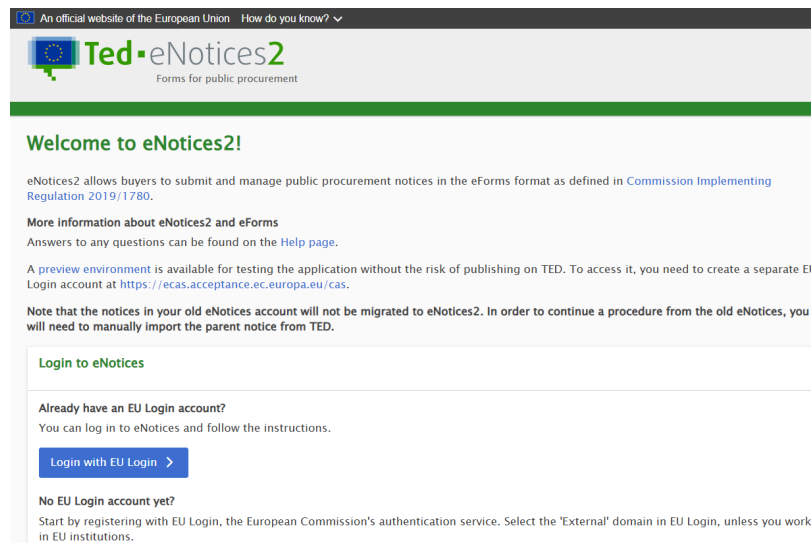
Disclaimer:
This list is provided for information purposes only; the Publications Office is not responsible for the accuracy of the information provided. Please note that this list will soon be replaced by new catalogues. eSenders and TED Data Reusers who wish to feature on the new list, should create a profile on the [TED Developer Portal](#).

Logo	Link
	300Software
	Achilles Group Limited
	ACIN_Academia de Informática Brava_Engenharia de Sistemas_Lda
	Administration Intelligence Austria GmbH

[eSenders](#) are public or private organisations who act as intermediate service providers to submit procurement notices in the required XML format to TED's data interface (TED API of eNotices2). Typical eSenders include national Official Journals, public or private bodies acting on behalf of buyers and eProcurement software developers. In some Member States all notices for the country are sent by a central government organisation with legal mandate; in other countries, including Partner Countries, there may be a variety of public or commercial service providers.

In countries where **there is no eSender** or where **the buyer can choose their application**, the Publications Office provides the [eNotices2](#) that enables the validation and submission of notices in the [eForms format](#).

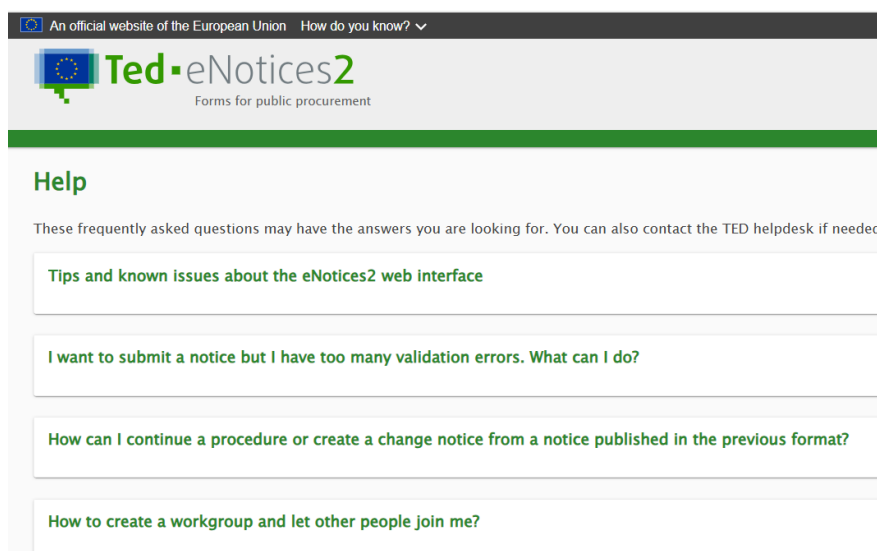
¹ At the time of the preparation of this manual, the eSenders were not available in the majority of Partner Countries. Please check your legislation before starting the application.



The use of the eNotices2 web application is subject to the acceptance of its [terms of service](#). The application applies certain business and technical validation rules to procurement notices, but **it is the responsibility of public buyers to ensure that the content of the notices is correct and comply with the relevant legislation and guidelines.**

3. Step three: use of eNotice2 and eForms

eNotices2 allows buyers to submit and manage public procurement notices in the eForms format as defined in [Commission Implementing Regulation 2019/1780](#) (eForms Regulation). Answers to many possible questions can be found on the [Help page](#).



A video for beginners on how to work with **eNotice2** is available [here](#).

A [preview environment](#) is available for testing the application without the risk of publishing on TED. To access it, you need to create a separate EU Login account at <https://ecas.acceptance.ec.europa.eu/cas>.

To help publish **EU public procurement data** in the Official Journal, the European Commission has created standard forms aligned with the EU legal bases in place for publishing this data, namely the **eForms** set out in the eForms Regulation. The majority of eForms are included in the templates compiled by TESIM². How to use eForms correctly is described on [eForms](#) webpage.

III. Other matters to consider

A procuring entity **may also publish the prior information notice (PIN)** on the TED portal. The aim of the PIN is to provide potential tender participants with information in advance about future procurement. Normally the PIN is published between 35 days to 12 months prior to the publication of the contract notice.

The information notice for calls for tender must be sent to OJEU as early as possible because the validation process requires some time (Point 3.2. of Annex II to Financial Agreement).

² TESIM templates on procurement are provided to programme bodies and national authorities for illustrative purposes only. Please check their availability on your programme's website.

