

TED Help Pages

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Features of the TED website

Main features of Tenders Electronic Daily (TED):

- **browse by:**
 - business opportunity
 - business sector (using the [common procurement vocabulary](#)) (CPV)
 - place of performance (using the [NUTS nomenclature](#)).
- **search** – to find specific notices (includes quick, advanced and expert search).
- **search results** – lists all notices that meet your search criteria.
- **My Dashboard**
 - save up to **25 search profiles**
 - select **notices to view later**
 - access the **news alert service features**
 - get email updates on notices that have just been published.
- customising **preferences** – to manage the number of items per search results page and other aspects.
- **bulk download of notices** in XML format.
- **machine translation service** – from and into all EU official languages, for most notices.

 *From 14/11/2022, some notices published in the Supplement to the Official Journal (OJ S) are based on eForms instead of the TED schema. From 25/10/2023, eForms will be the sole basis for notices published in the OJ S.*

Select a language

Select the language you want to use for browsing from the drop-down box in the upper-right corner of the home page.

You can change language during a session.
Choose from the EU's 24 official languages.

Registered users

If you're a registered user, you can:

- save a user profile (preferences, main language, etc.)
- save search profiles to your account
- save notices in a dashboard for faster access
- save search profiles as email alerts or RSS feeds and get new notices of interest sent directly to your email inbox or RSS reader
- search notices for up to 10 years back (data available from 1/1/2014)
- view notices in summary view
- use the machine translation function, which can translate from and into all EU official languages and can be used for notices of any kind.

Create a My TED account

To create a TED account, click **Register here** on the left of the home page in the **My TED** section.

You'll be redirected to EU Login, where you can create a new account.

If you already have an account, you can use the same credentials to access the service.

1. To confirm registration, click the activation link in the email.
You'll be redirected to the TED registration form to confirm certain information.
2. Choose your country and check the TED privacy rules.
3. Click **Confirm**.

Modify account details


To modify your account details:

1. Log in to TED.
2. In the **My TED** section, click **User profile**.
3. Enter your changes, then click **Update**.

Delete your account

You can delete your TED user account at any time:

1. Log in to TED.
2. In the **My TED** section, click **User profile**.
3. In the **Delete your TED account** section, click **Delete**.
4. Click **Confirm**
This deletes all your personal data.


 Your account will be deleted automatically if it remains inactive for longer than 90 days. An automatic email will be sent to your email address before deletion.

However, you can reactivate your account within 4 weeks of receiving the email by clicking the link in the email.

Log in

To log in, go to the TED home page.

1. In the left-hand menu, click **Log in**.
2. Enter your username and password and click **OK**.

 You can log in to TED only if you've created an EU Login account (see [Create a My TED account](#)).

Log out

To log out from TED, click **Log out** in the **My TED** section.

Browsing

Use TED's browse functions to find notices by topic. The topics and related information are divided by:

- business opportunity – browse by **specific notice type**
- business sector – browse by **common procurement vocabulary (CPV) code**
- place of performance – browse by **country** and **region**.

The browse functions find both eForms and TED schema notices.

Browse by business opportunity

Displays all current tenders. Tenders are divided by country of origin and notice type, including active procurement procedures. Only displays notice types with form type 'competition'.

Browse by business sector (CPV)

Displays published notices divided by business sector. TED uses CPV codes to categorise business sectors.

Any given business sector corresponds to a group of CPV codes.

For more information on CPV codes:

- <https://simap.ted.europa.eu/web/simap/cpv>
- <https://ec.europa.eu/growth/single-market/public-procurement/digital/common-vocabulary>
- <https://eur-lex.europa.eu/eli/reg/2008/213/oj>

Browse by place of performance (NUTS)

Displays tender notices published in the EU and in relevant non-EU countries, based on where the contract is awarded.

The NUTS code system is used to categorise countries and regions:

- <https://simap.ted.europa.eu/web/simap/nuts>
- <https://ec.europa.eu/eurostat/web/nuts/background>

Browse by place of performance (map)

Finds notices by the country where the contract is awarded. The NUTS code system is used for this.

Search for notices

Choose between 3 search types:

- Quick search
- Advanced search
- Expert search.


There are 3 possible search ranges for the advanced search and the expert search options: **Current OJ S issue**, **Active notices** and **All notices**.

- **Current OJ S issue** restricts the search to the current issue of the OJ S.
- **Active notices** restricts the search to the most recent notices. This means for **Planning** notices, notices sent for publication over the past 364 days; for **Competition** notices, notices for which the deadline has not passed; and for **Result** notices, notices sent for publication over the past 99 days.
- **All notices** searches all notices over the last 10 years (data available from 1/1/2014).

Quick search

In the upper right of any page:

- searches in the language of the interface
- can be used with any search criteria from the **Advanced search** page
- auto-completes once you've entered at least 2 letters.

 The quick search option is restricted to **Active notices**.

Advanced search

Search more precisely for notices by selecting 1 or more criteria (using a comma to separate them).

This search finds both eForms and TED schema notices.

Options are divided into several search criteria groups (text, business opportunities, subject of the contract, etc.)

All search groups can be collapsed or expanded.

The groups are:

- **Text**
 - enter strings of characters from a notice title, contract type, CPV code, etc.
 - use the AND operator to combine search words.
- **Business opportunities**
 - **Planning** – search for Notice of the publication of a prior information notice or a periodic information notice on a buyer profile, Prior information notice or a periodic

indicative notice used only for information, Prior information notice or a periodic indicative notice used to shorten time limits for receipt of tenders, and Prior information notice for public passenger transport services.

- **Competition** – search for Contract notice – light regime; Contract or concession notice – standard regime; Design contest notice; Notice on the existence of a qualification system; Prior information notice or a periodic indicative notice used as a call for competition – light regime; Prior information notice or a periodic indicative notice used as a call for competition – standard regime; and Subcontracting notice.
- **Result** – search for Contract or concession award notice – standard regime; Contract or concession award notice – light regime; Design contest result notice; and Contract award notice for public passenger transport services.
- **More options** – select the type of notice from a detailed list.
- **Subject matter of the contract**
 - **Common procurement vocabulary (CPV)** – search by product group and its classification using the CPV code, e.g. chemical products (CPV code 24000000), gases (CPV code 24100000). More information on CPV codes:
 - <https://simap.ted.europa.eu/web/simap/cpv>
 - <https://ec.europa.eu/growth/single-market/public-procurement/digital/common-vocabulary>
 - <https://eur-lex.europa.eu/eli/reg/2008/213/oj>
 - **Type of contract** – search by contract type, e.g. works or supplies.
 - **Place of performance** – search using the main location of works, delivery or performance. More on NUTS codes:
 - <https://simap.ted.europa.eu/web/simap/nuts>
 - <https://ec.europa.eu/eurostat/web/nuts/background>
 - **Total procurement value** – search by the amounts indicated in the **Estimated total value of procurement** field for calls for tenders and the **Total value of the procurement** field for contract awards (minimum and/or maximum), as well as a specific currency of the tender.
- **Procedure**
 - **Type of procedure** – search by the type of procedure used for an invitation to tender, e.g. contract awards, open, negotiated procedure.
 - **Languages in which tenders may be submitted** – search for notices in which potential tenderers are allowed to submit requests to participate in tenders in a specific language(s).
- **Date**
 - **Publication date** – date the notice was published.

- **Deadline for submission** – deadline by which tenders or applications must be submitted.
- **Deadline for requests for documents** – deadline by which tender documents can be requested by the potential tenderer.
- **Published in the Supplement to the Official Journal**
 - **OJ S issue number** – notices published in a particular OJ S edition.
 - **Notice publication number** – e.g. 255076-2016, 2016/S 107-255076.
- **Buyer**
 - **Official name** – name of the buyer.
 - **National registration number** – e.g. ULG BE 0325 777 171.
 - **Country** – where the buyer is based.
 - **Town/city** – where the buyer is based.
 - **Type of buyer** – e.g. regional authority, European institution, body or agency, international organisation.
 - **Main activity** – the main activity covered by the contract, e.g. education, health, or housing and community amenities.
- **Legal basis** – the EU public procurement directive(s) or regulation(s) under which the notice was issued.
 - https://ec.europa.eu/growth/single-market/public-procurement_en
 - https://single-market-economy.ec.europa.eu/single-market/public-procurement/legal-rules-and-implementation_en
- **Funding** – search by funding, e.g. external aid programmes.

Expert search

To convert your advanced search to an expert one, click **Switch to expert mode**.

The Expert search page will contain the search criteria you already entered in the Advanced search page.

You can use all available search fields, in any combination, by using the Common Command Language.

You can enter criteria with strict syntax rules in the search field to run a specific search. You can also narrow down your searches using several structured commands – this can restrict your query to specific targeted notices.

The syntax format used by TED is the following:

XX = [value]

XX is the code or abbreviation of the search field, comprising 2 letters. The value can be 1 character or a string of characters, a date, a range of numbers, or simply a wildcard.


Syntax rules for expert search


You can use a standardised query language (Common Command Language) to make your search:

- the search term must always be enclosed in square brackets
- a set of criteria can be combined, separated by parentheses
- a search term containing a blank space must be enclosed in double quotation marks
- a wildcard (*) or single character (?) can be used for a search term
- a date or number can be entered as a search term with a range of values
- use the operators (<, <=, >, >=, <> or ><) to enter criteria with a range of values
- use the Boolean operators AND and OR to combine several criteria. You can also place NOT in front of a criterion to exclude it.

The system processes your search query in the following order:

- commands in brackets are analysed
- commands not in brackets are analysed, where:
 - NOT has precedence over AND
 - AND has precedence over OR.

 Place search terms containing a space in double quotation marks ("").


 When searching for Andorra, use double quotation marks (""). See the example below.

Examples

What you're looking for	What to enter
Notice type E.g. design contest notice or contract or concession notice – standard regime	notice-type=[cn-desg OR cn-standard]
Notices by country and CPV code E.g. Germany (DEU), France (FRA) or Italy (ITA), containing CPV codes for 'Mining, basic metals and related products' or 'Financial and insurance services'	CY=[DEU OR FRA OR ITA] AND PC=[14* OR 66*]
Notices by country, CPV code, contract and full text E.g. France (FRA) containing 'Construction work' for 'Service contract' with the string Sewa*	CY=[FRA] AND PC=[45*] AND NC=[services] AND (FT=[Sewa*])

Notices when searching for Andorra E.g. France (FRA) and Andorra (AND)	CY=[FRA AND "AND"]
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Search fields and related codes

 From 14/11/2022, some notices published in the OJ S are based on eForms instead of the TED schema. Starting from 25/10/2023, eForms will be the sole basis for notices published in the OJ S.

As a result, many values of search codes have been modified. Former values may no longer work, so you'll need to update your saved expert searches and use the latest codes and values in order to retrieve all business opportunities.

Type of buyer (code AA)

Value	Description	For eForms notices	For TED schema notices
cga	Central government authority	✓	✓
ra	Regional authority	✓	✓
la	Local authority	✓	✓
body-pl	Body governed by public law	✓	✓
int-org	International organisation	✓	✓
eu-ins-bod-ag	EU institution, body or agency	✓	✓
body-pl-ra	Body governed by public law, controlled by a regional authority	✓	✓
body-pl-la	Body governed by public law, controlled by a local authority	✓	✓
body-pl-cga	Body governed by public law, controlled by a central government authority	✓	
pub-undert	Public undertaking	✓	
pub-undert-cga	Public undertaking, controlled by a central government authority	✓	
pub-undert-ra	Public undertaking, controlled by a regional authority	✓	
pub-undert-la	Public undertaking, controlled by a local authority	✓	
spec-rights-entity	Entity with special or exclusive rights	✓	
org-sub	Organisation awarding a contract subsidised by a contracting authority	✓	
org-sub-cga	Organisation awarding a contract subsidised by a	✓	

	central government authority		
org-sub-ra	Organisation awarding a contract subsidised by a regional authority	✓	
org-sub-la	Organisation awarding a contract subsidised by a local authority	✓	
def-cont	Defence contractor	✓	
8 or 9 or Z	Other		✓

Award criteria

Code award criterion type (for eForms notices)	
Value	Description
price	Price
quality	Quality
cost	Cost
Code AC (for TED schema notices)	
Value	Description
1	Lowest price
2	The most economic tender
3	Mixed
8 or 9 or Z	Other

Legal basis (code DI)

Value	Description	For eForms notices	For TED schema notices
32014L0023	Concession contracts (Directive 2014/23/EU)	✓	✓
32014L0024	General contracts (Directive 2014/24/EU)	✓	✓
32014L0025	Utility contracts – water, energy, transport and postal services (Directive 2014/25/EU)	✓	✓
32012R0966 or 32018R1046	EU institutions contracts (Regulation 2018/1046/EU)	✓	✓
32009L0081	Defence contracts (Directive 2009/81/EC)	✓	✓
32007R1370	Public passenger transport contracts (Regulation 1370/2007/EC)	✓	✓
32004L0017	Old utility contracts (Directive 2004/17/EC, no		✓

	longer in force)		
32004L0018	Old general contracts (Directive 2004/18/EC, no longer in force)		✓
CODE_OTHERS	Other	✓	✓

Main activity (code MA)

Value	Description	For eForms notices	For TED schema notices
hc-am	Housing and community amenities	✓	✓
soc-pro	Social protection	✓	✓
rcr	Recreation, culture and religion	✓	✓
defence	Defence	✓	✓
env-pro	Environmental protection	✓	✓
econ-aff	Economic affairs	✓	✓
gas-heat	Production, transport or distribution of gas or heat	✓	✓
health	Health	✓	✓
airport	Airport-related activities	✓	✓
gas-oil	Extraction of gas or oil	✓	✓
port	Port-related activities	✓	✓
education	Education	✓	✓
solid-fuel	Exploration or extraction of coal or other solid fuels	✓	✓
electricity	Electricity-related activities	✓	✓
post	Postal services	✓	✓
rail	Railway services	✓	✓
gen-pub	General public services	✓	✓
urttb	Urban railway, tramway, trolleybus or bus services	✓	✓
pub-os	Public order and safety	✓	✓
water	Water-related activities	✓	✓
8 or 9 or Z	Other		✓

Type of contract (code NC)

Value	Description	For eForms notices	For TED schema notices
works	Works	✓	✓
supplies	Supplies	✓	✓
services	Services	✓	✓
3	Combined		✓

Type of procedure (code PR)

Value	Description	For eForms notices	For TED schema notices
open	Open	✓	✓
restricted	Restricted	✓	✓
neg-w-call	Negotiated with prior publication of a call for competition / competitive with negotiation	✓	✓
comp-dial	Competitive dialogue	✓	✓
comp-tend	Competitive tendering	✓	
innovation	Innovation partnership	✓	✓
neg-wo-call	Negotiated without prior call for competition	✓	✓
oth-single	Other single stage procedure	✓	
oth-mult	Other multiple stage procedure	✓	
4 or 6	Negotiated procedure		✓
	Accelerated negotiated procedure		✓
A	Direct award		✓
E	Concession award procedure		✓
F	Concession award without prior concession notice		✓
V	Contract award without prior publication		✓
8 or 9 or Z	Other		✓

Market regulation (code RP)

Value	Description	For eForms notices	For TED schema notices
0	PHARE, TACIS and countries of central and eastern Europe		✓
1	External aid and European Development Fund		✓


2	European Investment Bank, European Investment Fund, European Bank for Reconstruction and Development		✓
3	European institution/agency or international organisation		✓
4	European Union		✓
5	European Union, with participation by GPA countries		✓
6	European Economic Area (EEA)		✓
7	GPA (Government Procurement Agreement)		✓
B	European Economic Area (EEA), with participation by GPA countries		✓
S	Agreement between the EU and Switzerland		✓
Z or 8 or 9	Other		✓

Notice type (code notice type) = Business opportunities

Value	Description	For eForms notices	For TED schema notices
pin-buyer	Notice of the publication of a prior information notice or a periodic information notice on a buyer profile	✓	✓
pin-only	Prior information notice or a periodic indicative notice used only for information	✓	✓
pin-rtl	Prior information notice or a periodic indicative notice used to shorten time limits for receipt of tenders	✓	✓
pin-tran	Prior information notice for public passenger transport services	✓	✓
pin-cfc-standard	Prior information notice or a periodic indicative notice used as a call for competition – standard regime	✓	✓
pin-cfc-social	Prior information notice or a periodic indicative notice used as a call for competition – light regime	✓	✓
qu-sy	Notice on the existence of a qualification system	✓	✓
cn-standard	Contract or concession notice – standard regime	✓	✓
cn-social	Contract notice – light regime	✓	✓
subco	Subcontracting notice	✓	✓
cn-desg	Design contest notice	✓	✓

veat	Voluntary <i>ex ante</i> transparency notice	✓	✓
can-standard	Contract or concession award notice – standard regime	✓	✓
can-social	Contract or concession award notice – light regime	✓	✓
can-desg	Design contest result notice	✓	✓
can-tran	Contract award notice for public passenger transport services	✓	✓
brin-ecs	European company / European Cooperative Society	✓	✓
brin-eeig	European Economic Interest Grouping notice	✓	✓
can-modif	Contract modification notice	✓	✓
corr	Change notice	✓	✓

Type of document (code TD)

 This search field only searches on TED schema notices. Use the search code 'notice-type' instead to find all relevant business opportunities.

Value	Description	For eForms notices	For TED schema notices
0	Prior information notice without call for competition		✓
1	Corrigendum		✓
2	Additional information		✓
3	Contract notice		✓
4	Prequalification notices		✓
5	Request for proposals		✓
6	General information		✓
7	Contract award notice		✓
A	Prior information notice with call for competition		✓
B	Buyer profile		✓
C	Works concession		✓
D	Design contest		✓
E	Works contracts awarded by the concessionaire		✓
F	Subcontracts notice (in the defence and security fields)		✓
G	European Economic Interest Grouping (EEIG)		✓

H	Services concession		✓
I	Call for expressions of interest		✓
J	Concession award notice		✓
K	Modification of a contract/concession during its term		✓
M	Periodic indicative notice with call for competition		✓
O	Qualification system with call for competition		✓
P	Periodic indicative notice without call for competition		✓
Q	Qualification system without call for competition		✓
R	Results of design contests		✓
S	European company / European Cooperative Society		✓
Y	Dynamic purchasing system		✓
V	Voluntary ex ante transparency notice		✓

Type of bid (code TY)

Value	Description	For eForms notices	For TED schema notices
1	Submission for all lots		✓
2	Submission for 1 lot only		✓
3	Submission for 1 or more lots		✓
8 or 9 or Z	Other		✓

Corporate body (code corporate body) = Type of buyer

Value	Description	For eForms notices	For TED schema notices
ACER	European Union Agency for the Cooperation of Energy Regulators	✓	
BBI	Bio-based Industries Joint Undertaking	✓	
BERD	European Bank for Reconstruction and Development	✓	✓
BEREC_OFFICE	Agency for Support for BEREC	✓	
CAJU	Clean Aviation Joint Undertaking	✓	
CDT	Translation Centre for the Bodies of the EU	✓	

CEDEFOP	Cedefop	✓	
CEPOL	European Union Agency for Law Enforcement Training	✓	
CERN	CERN	✓	
CERT	Computer Emergency Response Team for the EU institutions, bodies and agencies	✓	
CFCA	European Fisheries Control Agency	✓	
CHAFEA	Consumers, Health, Agriculture and Food Executive Agency	✓	
CHJU	Clean Hydrogen Joint Undertaking	✓	
CINEA	European Climate, Infrastructure and Environment Executive Agency	✓	
COM	European Commission	✓	✓
CONCIL	Council of the European Union	✓	✓
COR	European Committee of the Regions	✓	✓
COU_EUR	Council of Europe	✓	
COU_EUR_DB	Council of Europe Development Bank	✓	
CPVO	Community Plant Variety Office	✓	
CURIA	Court of Justice of the European Union	✓	✓
EACEA	European Education and Culture Executive Agency	✓	
EASA	European Union Aviation Safety Agency	✓	
EASME	Executive Agency for Small and Medium-sized Enterprises	✓	
EBA	European Banking Authority	✓	
ECA	European Court of Auditors	✓	✓
ECB	European Central Bank	✓	✓
ECDC	European Centre for Disease Prevention and Control	✓	
ECHA	European Chemicals Agency	✓	
ECHR	European Court of Human Rights	✓	
EDA	European Defence Agency	✓	
EDPS	European Data Protection Supervisor	✓	
EEA	European Environment Agency	✓	
EEAS	European External Action Service	✓	✓
EESC	European Economic and Social Committee	✓	✓

EFSA	European Food Safety Authority	✓	
EFTA	European Free Trade Association	✓	
EIB	European Investment Bank	✓	✓
EIF	European Investment Fund	✓	✓
EIGE	European Institute for Gender Equality	✓	
EIOPA	European Insurance and Occupational Pensions Authority	✓	
EIT	European Institute of Innovation and Technology	✓	
ELA	European Labour Authority	✓	
EMCDDA	European Monitoring Centre for Drugs and Drug Addiction	✓	
EMA	European Medicines Agency	✓	
EMSA	European Maritime Safety Agency	✓	
ENISA	European Union Agency for Cybersecurity	✓	
EP	European Parliament	✓	✓
EPORG	European Patent Organisation	✓	✓
EPPO	European Public Prosecutor's Office	✓	
EPSO	European Personnel Selection Office	✓	
ERA	European Union Agency for Railways	✓	
ERC	European Research Council Executive Agency	✓	
ESA	European Space Agency	✓	
ESM	European Stability Mechanism	✓	
ESMA	European Securities and Markets Authority	✓	
ETF	European Training Foundation	✓	
EUAA	European Union Agency for Asylum	✓	
EUISS	European Union Institute for Security Studies	✓	
EURAIL	Europe's Rail Joint Undertaking	✓	
EURATOM	Euratom Supply Agency	✓	
EUROCONTROL	Eurocontrol	✓	
EUROFOUND	Eurofound	✓	
EUROHPC	European High-Performance Computing Joint Undertaking	✓	
EUROJUST	European Union Agency for Criminal Justice Cooperation	✓	

EUROPOL	Europol	✓	
EURSCHOOL	European schools	✓	
EUSC	European Union Satellite Centre	✓	
EUSPA	European Union Agency for the Space Programme	✓	
FAO	Food and Agriculture Organization	✓	
FRA	European Union Agency for Fundamental Rights	✓	
FRONTEX	Frontex	✓	
FUSEN	Fusion for Energy Joint Undertaking	✓	
IEA	International Energy Agency	✓	
ILO	International Labour Organization	✓	
IMI	IMI 2 Joint Undertaking	✓	
INTERPOL	Interpol	✓	
KDTJU	Key Digital Technologies Joint Undertaking	✓	
LISA	European Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice	✓	
NATO	North Atlantic Treaty Organization	✓	
OAMI	European Union Intellectual Property Office	✓	
OECD	Organisation for Economic Co-operation and Development	✓	
OMB	European Ombudsman	✓	
OSHA	European Agency for Safety and Health at Work	✓	
PUBL	Publications Office of the European Union	✓	✓
REA	European Research Executive Agency	✓	
SESAR	Single European Sky ATM Research 3 Joint Undertaking	✓	
SRB	Single Resolution Board	✓	

European institutions (code HA) = Type of buyer

Value	Description	For eForms notices	For TED schema notices
AG	Agencies		✓
AP	External aid programmes		✓

BC	European Central Bank		✓
BI	European Investment Bank		✓
BR	European Bank of Reconstruction and Development		✓
CA	European Court of Auditors		✓
CJ	Court of Justice of the European Union		✓
CL	Council of the European Union		✓
CR	European Committee of the Regions		✓
EA	European External Action Service		✓
EC	European Commission		✓
ES	European Economic and Social Committee		✓
FI	European Investment Fund		✓
OB	European Patent Organisation		✓
OP	Publications Office of the European Union		✓
PA	European Parliament		✓
TX	External aid and European Development Fund		✓

Funding (code funding)

Value	Description	For eForms notices	For TED schema notices
external-aid-program	External aid programmes	✓	✓
eib-non-eu-promoter	EIB non-EU promoters	✓	

List of other codes corresponding to the different searches

Value	Description	For eForms notices	For TED schema notices
AU	Official name of the buyer	✓	✓
BI	National registration number of the buyer	✓	✓
CY	Country of the buyer. The values of this field now use a 3-letter code instead of a 2-letter code	✓	✓
DD	Deadline for requests for documents	✓	✓
DS	Document sent (dispatch date)	✓	✓
DT	Deadline for submission	✓	✓

FT	Text search	✓	✓
IA	Internet address of the buyer	✓	✓
ND	Notice publication number	✓	✓
NL	Number of lots	✓	✓
OJ	OJ S issue number	✓	✓
PC	CPV code	✓	✓
PD	Publication date	✓	✓
PN	Title of the CPV code	✓	✓
RC	NUTS code of the place of performance	✓	✓
RG	Title of the NUTS code of the place of performance	✓	✓
RN	Original notice reference number		✓
SUB_LG	Languages for submitting tenders or requests to participate. The values of this field now use a 3-letter code instead of a 2-letter code	✓	✓
TI	Title of the notice	✓	✓
TV	Total value or estimated total value of the procurement	✓	✓
TV_CUR	Currency of the total value or of the estimated total value of the procurement	✓	✓
TW	Town/city of the buyer	✓	✓
notice-identifier	Notice identifier	✓	
notice-version	Notice version	✓	

Statistics mode


In the search form, select the **Statistics mode** checkbox to view statistics on selected search fields instead of the results list.

This option provides a visual summary of the data, with 2 search fields in an X-axis and Y-axis format.

You can combine any 2 available search fields to display the results in this way:

1. Choose a search option (advanced or expert).
2. Enter a search query in any search field.
3. Select the **Statistics mode** checkbox (in the upper-right corner in Advanced search or lower right corner of Expert search).
4. Click **Search**.
5. Select the display mode for your results as X- and Y-axis.

6. Select a search field from the X-axis drop-down.
7. Select a search field from the Y-axis drop-down.
8. Click **Update**.

 The results page displays your search criteria only if you selected the **Display search criteria in the result list** option in the **Preferences** window.

Customise the search results display

You can customise the display by selecting a set of fields for a notice as additional information and other settings.

- To customise the search results display, go to the **My TED** section and click **Preferences**.
- In the **General details** section, you can set the following items to customise how the search results list is displayed:
 - **Number of items per search results** page (10, 25, 50, 100).
 - **Number of items per custom RSS** page (10, 25, 50, 100, 250, 500).
 - **Display codes** – displays or hides the codes used for the expert search.
 - **Display search criteria in results list** – displays the options you selected for your search.
 - **Highlight full text search patterns** – highlights the text you searched for in the results page (and in the notice view).
 - **Default notice scope** – choose among notices from the current OJ S issue, active notices or all notices.
 - **Individual home page** – set your individual home page (My dashboard, Expert search, Browse by business opportunity, etc.).
 - **Preferred language** – choose the user interface language among the 24 EU official languages.

In the **Display in the list of search results** section, you can set the information you would like to display in the notices listed in the search results:

- **Type of buyer** – is the buyer a regional or local authority, body governed by public law, central government authority, some other type?
- **Notice type** – is it a design contest, contract or prior information notice?
- **Type of procedure** – is it an open, negotiated without prior call for competition or restricted procedure?
- **Type of contract** – is it a service, supply or works contract?

Sort the results list

You can sort the notices displayed by notice number, country, publication date and deadline.

TED automatically uses descending order for:

- dates (e.g. publication date, deadline) – from latest to earliest
- numbers (e.g. notice publication number) – from largest to smallest
- text (e.g. country name) – in reverse alphabetical order (Z-A).

To sort the results list, click the arrow next to each heading. Click again to sort in reverse order.

Print the results list and the notices

You can print the results list in the format in which it's displayed. Alternatively, you can print the actual content of the notices.

Choose from 3 options:

- **Print list** – to print the results list
- **Print selected notices** – to print only the content of notices you select from the list
- **Print all notices** – to print the content of the notices (up to 100) in one go.

Download notices from the results list

If you're a registered user, you can download these notices:

- in PDF and in the browsing language
- in PDF and in the original language
- in XML.

Refine the search

Click **Refine search** to go back to the **Search** window and the relevant options.

Manage search profiles

This menu lets you save your search criteria and use them to search for notices quickly in the future.

This feature will help you to:

- Store a set of search criteria you have chosen.
- Specify up to 25 search profiles as news alerts. If one of these profiles matches new published notices, you'll receive an email with a list of notices.
- Specify up to 25 search profiles to be set as RSS feeds.
- View the URLs of RSS feeds.
- Make further changes to your saved search profiles.

Save search profiles

To save a search criteria profile:

1. Log in to TED.
2. In the **Advanced Search** window, select your options and enter your query.
3. To save the current search criteria, click **Manage saved search > Save search criteria**.
4. Choose a profile name for your saved search profile.
5. Use one of the following methods to choose a profile name:
 - To change a previously saved profile with the new options, select a profile name from the list and click **Save**.
 - To create a new one, enter a name in the **Profile name** field and click **Save**.

Access your saved search profiles

1. Log in to TED.
2. In the **My TED** section, click **My dashboard**.
3. The **Saved searches** tab displays your saved searches.

You can update the search profiles by clicking the icon in the **Actions** column (**Edit**, **Edit query** or **Delete**).

Email alerts based on saved search profiles

You can set your saved search so that you're automatically notified of any published notice that matches your search options, in the form of:

- email alerts (daily, weekly, fortnightly or monthly)
- an RSS feed.

Print search profiles

1. Log in to TED.
2. Enter the criteria (**Advanced** or **Expert** search).
3. Click **Manage saved search > Print search criteria**.

Modify search profiles

1. Log in to TED.
2. In the **My TED** section, use the **My Dashboard** link to access your saved search profiles.
3. Click the icon in the **Actions** column for the profile you want to change and select **Edit query**. The window with your saved criteria is displayed.

4. Make the required changes in this window and click **Save changes**.
The modified profile is stored in your saved search profiles.

Delete search profiles

1. Log in to TED.
2. In the **My TED** section, use the **My Dashboard** link to access your saved search profiles.
3. Click the icon in the **Actions** column on the line for the profile you want to delete, and click **Delete**.

Consult notices

- **Viewing notice in current language** – displays the notice in the language you’re browsing in.
- **Viewing notice in original language** - displays the notice in the language of publication.
- **Viewing notice as summary view** – displays the notice in the original language of publication, with – as far as possible – automatic translations into the language you’re browsing in.
- **Viewing data of notice** – lets you view the metadata for the notice (only for notices using TED schemas).
- **Viewing document family** – displays any notice associated with the one selected.
- **Compact view** – displays a notice without empty sections (only for notices using TED schema 2.0.8.)
- **Expanded view** – displays complete notices with all sections (only for notices using TED schema 2.0.8.)

My Dashboard

This lets you store a set of notices (up to 25) for easy access later.

Notices saved in **My Dashboard** can also be linked with an email date reminder, for example to alert you to a forthcoming deadline for submitting a tender.

To access **My Dashboard**:

1. Log in to TED.
2. Go to **My TED** and click **My Dashboard**.

Add a notice to My Dashboard


To save notices from the search results list:

1. Select the notices you wish to add to the list and click **Save search > Follow these notices**.
2. A separate window appears asking you to confirm that the selected notices are to be added to your dashboard.
You can also choose whether you want them to be removed automatically when archived.
3. Click **Save**.

Set a reminder date for a notice saved in My Dashboard

To set up a notice with a reminder date:

1. In the **My Dashboard** page, in the **My notices** section, click the icon in the **Actions** column on the line corresponding to the notice you wish to set a reminder date for.
2. Click **Edit**.
3. Enter a date in the **Reminder date** field in the format DD/MM/YYYY. Alternatively, click the calendar icon to expand and select the required date.

 You can also select the **Activate alerts** checkbox to receive email alerts when a notice in the same document family is published.

Delete the reminder date from a notice saved in My Dashboard

This means you'll no longer receive email alerts about the notice in question.

To delete a reminder date from a notice saved in My Dashboard:

1. In the **My Notices** section in the **My Dashboard** page, click the icon in the **Actions** column on the line corresponding to the notice you wish to cancel the reminder date for.
2. Select **Edit**.
The date is displayed in the **Reminder date** field (e.g. 10/16/2016).
3. Remove the date from this field and click **Save**.

Print saved notices

1. Log in to TED.
2. In the **My TED** section, go to **My Dashboard**.
3. In the **My Notices** section, select the notices at the bottom of the page.
4. Click **Bulk actions > Print selected**.

Delete notices from My notices in My Dashboard

1. Click the icon in the **Actions** column on the line for the notice you want to delete.
2. Click **Delete**.


Personal address book

This feature lets you store up to 10 email addresses to choose as a recipient's email address for sending out notices (**Send by email** function).

Add an email address to your personal address book

To configure your **Personal address book**:

1. Log in to TED.
2. In the **My TED** section, click **Personal address book**.
3. In the **Add e-mail in address book** field, type the email address.
4. Click **Add**.
The email address is added and displayed in the list.

 You can save up to 10 addresses.

Delete email addresses from your personal address book

To delete an email address from your **Personal address book**, click the cross in the **Actions** column on the line of the address you wish to delete.

Send an email

To send a notice to an email address:

1. Log in to TED
2. Open the notice you want to send from the list of notices or from a search results list.
3. Click the email icon in the upper-right menu.
4. Specify the subject and a message to send.
By default, the notice title is displayed.
5. Enter a valid email address in the email field or select one from the list stored in your **Personal address book**.
6. Click **Send**.
An email is sent with a link to the notice.

Save a notice as PDF or XML

You can select a notice and save it as a PDF or an XML file.

Save a notice as PDF

1. Open the notice from the list of notices or from a search results list.

2. In the upper-right menu, click the PDF icon.
The PDF is generated and downloaded in the format you're currently viewing the notice in (current language, summary view, original language).
3. A separate window asks you to open the PDF file or save it to your hard drive.

Save a notice as XML

1. Open the notice from the list of notices or from a search results list.
2. In the upper-right menu, click the XML icon.
3. A separate window asks you to open the file or save it to your hard drive.

Other features

XML bulk downloads

The XML bulk downloads page lets you download XML packages for daily issues and monthly collections of issues, dating back to January 2011.

Site news

The news page summarises changes and updates to the website and its policy.

Configure the notice alert service

As a registered user, you can set up a maximum of 25 search profiles as a news alert service.

An email will be sent to you if one of these search profiles matches new published notices.

1. Log in to TED.
2. Go to **My TED** and click **My Dashboard**.
3. In the **Saved searches** tab, click **Actions** corresponding to your search profile and select **Edit**.
4. In the **Select the news alert frequency** field, choose from daily/fortnightly/monthly/never.

RSS feeds

RSS feeds send automatic updates on the latest notices published, broken down by business sector. This service is available to both registered and unregistered users.

Display your customised RSS feeds

Registered users can save up to 25 search profiles as customised RSS feeds. To access your customised list:

1. Log in to TED.

2. In the left pane, click **My Dashboard** in the **My TED** section.
3. In the **Saved searches** tab, click the **RSS feed** icon in the **RSS feed** column for the search you're interested in.
The system displays a list of the latest content for that feed.

You can modify the number of items displayed for your customised RSS feeds under **Preferences** in your **My TED** section:

1. Log in to TED.
2. In the **My TED** section, click **Preferences**.
3. Select a value from the drop-down list for the **Number of items for custom RSS** field (10, 25, 50, 100, 250, 500).

Deactivate your customised RSS feeds

RSS feeds are activated by default for all searches saved in **My Dashboard**.

To deactivate a feed:

1. Log in to TED.
2. Access your saved search profiles (through the **My Dashboard** link in the **My TED** section).
3. Click the icon in the **Actions** column on the line for the search you want to deactivate the RSS feed for.
4. Click **Edit**.
5. Clear the **Activate the RSS feed** checkbox and click **Save**.

Subscribe to RSS feeds with a news reader

For this feature, you'll need a special RSS newsreader or 'aggregator' so you can collect and display any updates issued by the TED RSS service.

To subscribe to RSS feeds with a newsreader:

1. Choose a recommended reader to organise and read your content (or use your preferred reader).
2. Click the business sector **RSS feeds** link, on the left side of the home page or, as a registered user, access your **Saved searches** via **My Dashboard** in **My TED**.
3. Click the RSS feed you're interested in. A separate window opens with a list of notice links.
4. Click this link to subscribe to the feed in a number of ways, such as:
 - dragging the URL of the feed into your reader
 - pasting the URL into a new feed in your reader.

Follow the instructions for your particular newsreader, and then paste or drag the URL into the relevant location when prompted by your newsreader.

Release calendar

This calendar gives details of the OJ S and the publication dates for the current year.

To access the various published editions, click **Release calendar** (upper left of the page).

Site map

This page helps you browse the website by providing links to all the main content.

Comments and feedback

Click **Contact** in either the upper or lower menu. Use the contact form to send us your suggestions or other feedback.

Legal notice

This page contains the disclaimer, copyright notice and privacy statement. Click the link in the upper or lower part of the page to view them.

Machine translation

You can use the free online machine translation service for most public procurement notices published in TED. It works from and into all 24 EU official languages.

The service is available only to registered users.

To request a translation, use the tab menus at the top of any notice. You'll receive your translation (available in PDF or HTML) by email shortly afterwards.

If you're a registered user, you can also see any previously translated versions of the notice on the notice page.

Time-stamped and signed PDF files

Since 15 March 2015, PDF files for notices published in their original language on the website are time stamped and signed.

This service is provided by a contractor authorised by the Publications Office of the European Union.

The signature remains valid for 5 years.

To view the signed PDF file version of a notice, open the notice displayed under the **Original language** tab, and click the **Display the signed PDF version** icon on the upper-right side of the window displaying the notice. The time-stamped notice will download automatically.

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