

# FACT SHEET

## Tender search on TED (Tenders Electronic Daily)

How to use the translation tool.  
As per February 2017

The following factsheet is not meant to be an exhaustive guide of TED Platform. It contains basic knowledge and aims to help especially SME to get a first positive approach of the TED system.

Author: Auftragsberatungszentrum Bayern e.V.  
Tel.: 089 / 5116-3176  
Fax: 089 / 5116-3663  
E-Mail: [info@abz-bayern.de](mailto:info@abz-bayern.de)

Address: Balanstraße 55-59  
81541 München  
Homepage: [www.abz-bayern.de](http://www.abz-bayern.de)  
Updated: Januar 2017

*TED (Tenders Electronic Daily) is the online version of the 'Supplement to the Official Journal' of the EU. It is a great information tool about the public procurement market in European (and some non EU) countries. It is free of charge and open to everyone. The user friendly interface and the intuitive structure allows companies interested in public procurement to find the tender that correspond to their needs.*

This fact sheet is only on the use of the translation tool, not on the general use of the TED database and its search function.

First of all go to <http://ted.europa.eu> and choose the interface language; in a few seconds the homepage will appear.

Without a registration you have the possibility to get a first impression about TED's search options, however, in order to have access to the translation tool you must proceed with the **registration**, immediate and free of charge.

The screenshot shows the TED homepage with the following elements:

- Header:** Site map | About TED | Help | Important legal notice | Cookies | Contact | English (en)
- Logo:** Ted-tenders electronic daily, Supplement to the Official Journal of the EU
- Navigation:** EUROPA > TED home > TED home; TED, TED SIMAP, TED eNotices, TED eTendering
- Current Issue:** 026 OJ S current Issue 2017, Next update 08/02/2017, Release calendar
- Browse by:** Business opportunities, Business sector (CPV), Place of delivery (NUTS), Buyer
- Search:** Advanced search, Expert search
- My TED:** Log in or Register here, Preferences, Saved search profile
- What is TED?:** TED (Tenders Electronic Daily) is the online version of the 'Supplement to the Official Journal' of the EU, dedicated to European public procurement. TED publishes 460 000 calls for tenders per year, for about 420 billion euro of value.
- How can I benefit from TED?:** TED provides free access to business opportunities from the European Union, the European Economic Area and beyond. Every day, from Tuesday to Saturday, a further 1,700 public procurement notices are published on TED. You can browse, search and sort procurement notices by country, region, business sector and more. Information about every procurement document is published in the 24 official EU languages. All notices from the EU's institutions are published in full in these languages.
- Why should I register on TED?:**
  - to personalise search profiles, according to your needs;
  - to get e-mail alerts based on your search profiles;
  - to personalise RSS feeds for your web sites and RSS readers;
  - to search in the TED archive, up to five years behind;
  - to access the machine translation feature for all notices.
- Registration:** Do not show this information anymore, Register here, Continue

After you have clicked on “Register here” the system will automatically redirect you to this page; your TED account will be a general EU account, valid also for other EU services. Click on “create an account”,

Tenders Electronic Daily requires you to authenticate

## Sign in to continue


Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

 Select your country

...and complete all the fields.  
The e-mail address will be your  
username.

## Create an account

[Help for external users](#)


First name

Last name



E-mail

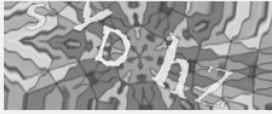
Confirm e-mail

E-mail language

English (en) 

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

In a few minutes you will receive an e-mail like the following to the e-mail address you wrote while completing the form. By following the link you can create a password.

Dear [REDACTED]

You have been registered in EU Login.

Your email address is [REDACTED]

To create your password, follow the link below:

<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid:>

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid:>

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

After that, the registering procedure (that takes less than 5 minutes) is completed.

The account you have allows you to use the translation tool for every kind of document on TED. It is free of charge and the translations are available from and into each official EU language.

### Here's an example of the usage of the translation tool

Let's suppose you have found a tender notice. The document may be written in a language you don't understand (or can't even read) but there is the possibility to get the **translation into your language** by clicking on the button "Request a new translation".

The screenshot shows the TED website interface. At the top, there is a navigation bar with links for 'Site map', 'About TED', 'Help', 'Important legal notice', 'Cookies', and 'Contact'. A language dropdown menu is set to 'English (en)'. Below the navigation bar is the TED logo and the text 'Ted-tenders electronic daily Supplement to the Official Journal of the EU'. A search bar is visible on the right.

The main content area displays a tender notice titled 'Supplies - 44424-2017'. The notice is in Bulgarian. A red circle highlights the button 'Request a new translation' located below the 'Current language' and 'Original language' tabs. The notice details include the date '04/02/2017', the S25 code, and the title 'България-София: Електрически машини, уреди, оборудване и консумативи; осветление'. The tender number is '2017/S 025-044424' and the subject is 'Обявление за поръчка - комунални услуги' (Tender notice - municipal services).

On the left side of the page, there is a sidebar with various navigation options, including 'Browse by', 'Search', and 'My TED'.

Then fill in the form of the translation request page with the language into which you would like to get the document translated, the format (PDF or HTML) and the e-mail address where the translation will be sent to.

The screenshot shows the TED website interface. At the top, there is a navigation bar with links for 'Site map', 'About TED', 'Help', 'Important legal notice', 'Cookies', and 'Contact'. A language dropdown menu is set to 'English (en)'. Below this is the main header with the TED logo and the text 'Ted-tenders electronic daily' and 'Supplement to the Official Journal of the EU'. A search bar is also present.

The main content area is titled 'Machine translation request page' and 'Page for requesting a new translation'. A red circle highlights the 'Translation request details' section, which includes the following fields:

- Target language \* (dropdown menu: -- Please choose --)
- Attachment format \* (dropdown menu: -- Please choose --)
- Email address for notification \* (redacted with a black bar)
- Document reference \* 201704424

Below this is an 'Information' section stating: 'The translation you requested will e-mailed to you within 1 hour. Please note that the translation you receive is for understanding only (it will be marked 'unrevised machine translation'). Because the translation is provided by a separate system, service might be slower when demand is high.' There are 'Cancel' and 'Send' buttons at the bottom of this section.

On the left side, there is a sidebar with a 'Release calendar' for '028 OJ S current issue 2017' and 'Next update 10/02/2017'. Below this are sections for 'Browse by' (Business opportunities, Business sector (CPV), Place of delivery (NUTS), Buyer) and 'Search' (Advanced search, Expert search). At the bottom of the sidebar are links for 'Site news', 'RSS feeds', and 'What is RSS?'.

Within an hour you will receive an e-mail with attachment; there you will find the translation.

The screenshot shows an email from 'ted-no-reply@ted.europa.eu' with the subject 'Machine translation from TED (45798-201)'. The email content includes the TED logo and the text: 'Dear TED user', 'Please find attached the requested unrevised machine translation of notice [45798-2017](#).' At the bottom, it says 'Sent to you by TED (Tenders Electronic Daily)' and 'Contact us'.

A red circle highlights the attachment icon, which is a PDF file named '045798\_2017.de.pdf'.

Please note: If difficulties occur during the process, the TED Helpdesk can assist you.