

# 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.

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*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.

Site map | About TED | Help | Important legal notice | Cookies | Contact | English (en)

**Ted** tenders electronic daily  
Supplement to the Official Journal of the EU

Advanced search / Expert search

EUROPA > TED home > TED home

TED TED SIMAP TED eNotices TED eTendering

026 OJ S current  
2017 Issue Next update  
08/02/2017

Release calendar

**Browse by**

- Business opportunities
- Business sector (CPV)
- Place of delivery (NUTS)
- Buyer

**Search**

- Advanced search
- Expert search

Site news  
RSS feeds  
What is RSS?

**My TED**

Log in or Register here

- Preferences
- Saved search profile

**TED home**

**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.

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

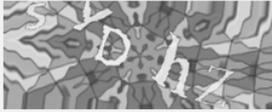
Confirm e-mail

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, along with a language dropdown set to English (en). The main header features the TED logo and the text 'Ted-tenders electronic daily' and 'Supplement to the Official Journal of the EU'. Below the header, there is a search bar and links for 'Advanced search' and 'Expert search'. The main content area displays a tender notice titled 'Supplies - 44424-2017'. The notice is in Bulgarian and describes the procurement of electrical machines, tools, equipment, and consumables. A red circle highlights the 'Request a new translation' button located below the 'Current language' tab. The left sidebar contains navigation options like 'Release calendar', 'Browse by', and 'Search', along with a 'My TED' section for user authentication.

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)'. The main header features the TED logo and the text 'Ted-tenders electronic daily' and 'Supplement to the Official Journal of the EU'. Below the header, there is a search bar and links for 'Advanced search' and 'Expert search'. The main content area is titled 'Machine translation request page' and includes a sub-header 'Page for requesting a new translation'. A red circle highlights the 'Translation request details' section, which contains the following fields: 'Target language' (dropdown menu), 'Attachment format' (dropdown menu), 'Email address for notification' (text field with a redacted address), and 'Document reference' (text field with value '201704424'). Below this is an 'Information' section with a 'Cancel' and 'Send' button. On the left side, there is a sidebar with navigation options like 'Browse by' and 'Search'.

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 (45798-2017)'. The email content includes the TED logo and the text 'TED - Tenders electronic daily'. It addresses the recipient as 'Dear TED user' and states: 'Please find attached the requested unrevised machine translation of notice [45798-2017](#).' At the bottom of the email, there is a footer with 'Sent to you by TED (Tenders Electronic Daily)' and a 'Contact us' link. A red circle highlights a PDF attachment icon with the filename '045798\_2017.de.pdf'.

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