Lesson 1.4 The Advanced Search

The first way of searching for notices is the advanced search. When you first open the search page, you'll see that the active notices are selected by default. You can change that by choosing all notices or current OJS issue.

If you hover over the info icon to the right of these three choices it will tell you exactly which notices are included in that option. This is different for the different types of notices. For active notices it has notices sent for publication over the last 364 days.

For competition notices it is those for which the deadline has not yet passed and for result notices it is those sent over the last 99 days. For all notices it is all archived notices from the last 10 years available from the 1st of the 1st 2014. For current OJS journal it has notices published in the current official journal.

We are going to stick with the active notices option. Now you have some options to choose from under the search scope. The first option is text and you can type in any text phrase which will be searched for in every field.

Here you will need to know what the text phrase is that you want to search for. You could type in a word, a notice number or a CPV or NUTS code. A CPV code is a code given to the type of goods or product you are searching for and there are many of these.

A NUTS code is a code assigned to different territorial regions. You can use the usual wildcards like star and question mark like in most searches or quotes for exact phrases. Under business opportunities you can choose notices from the planning phase, competition phase or result phase.

Under subject matter of the contract there are several fields to choose filters for CPV and NUTS codes, nature of contract, place of performance, minimum and maximum tender value and currency. Then you can choose the type of procedure and permitted languages a tender can be submitted in. After permitted languages you can choose a date or date range for the publication date, the deadline for submission and the deadline for requests for documents.

The next field choices and are published in the supplementary official journal are the OJS issue number or the notice publication number. Under buyer you can choose the buyer if you know their name or leave that blank. The second last field is funding related.

If you have any particular funding methods which you know about you can choose one of these here. Lastly under legal basis you can choose the directive which your query applies to. The most used is the 2014-24 general contracts directive.

Then the final thing to do is to press the search button and a list of applicable notices will appear. This search is an activity of applying filters to all the notices available.