

Navigating in eSubmission

At any time during the submission process you can consult the procedure main data and documents by clicking on the **Procedure reference number** button on the left side of the screen.

When you start your submission you will see a progress line on top of the screen. This line shows all the steps you have to go through before submitting your tender/request to participate. You can also see which step you are currently in.

Note: *Nothing is submitted to the contracting authority until you have clicked the **Submit** button at the end of the submission process.*

The following sections describe all possible steps (depending on the procedure type and its stage not all steps may appear).

Ways to submit

Applicable to open procedures, 1st step of restricted procedures and 1st round of negotiated procedures

When you start a new submission, you will be asked to indicate:

- how you will submit your tender/request to participate: **Sole submission** or **Group submission**,
- if the submission will involve subcontracting,
- in what language the submission will be made.

After you have made your choice, click on the button **Next** at the bottom of the page.

Parties

Applicable to open procedures, 1st step of restricted procedures and 1st round of negotiated procedures

In this section you must identify the organisations participating in your submission (participants).

Click on **New party** and select the type of participant: main participant (in case of sole submission), group leader or group member (in case of group submission), subcontractor.

All participants, except subcontractors, must be identified with a PIC – Participant Identification Code (for more information, please see the [Getting started](#) section of this guide).

To check if an entity already has a PIC (i.e. is already registered in the Participant Register), use the **Search** button.

You can search by PIC, VAT number, National Registration number and country. To be able to search by VAT number or National Registration number you need to also select the country.

If the search produces no results, this means that the entity does not have a PIC yet. See [here](#) how to obtain a PIC.

After obtaining the PIC, go back to **eSubmission**, search by the PIC and select the displayed organisation.

The data associated with the PIC in the **Participant Register** will appear on the screen and you will be asked to provide the following mandatory data/documents: