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# F&T Info Session for EOs
DG Reform

DIGIT B1

**Documentation, Communication and Training Team**

21-10-2020

Welcome

In this session, we would like to present to you the **Corporate Solution** to manage your FWCs:

- **MyWorkplace** for the Contracting Authorities.
- **Funding & Tender opportunities portal** for the Economic Operators / Implementing Partners.

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home
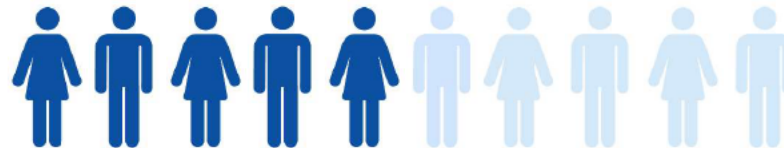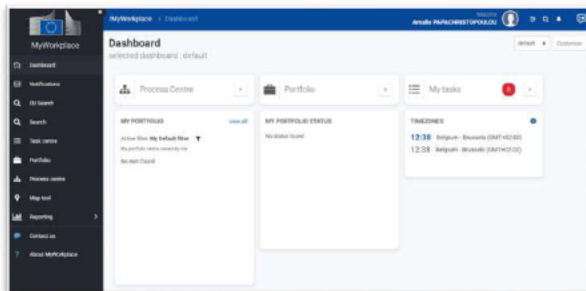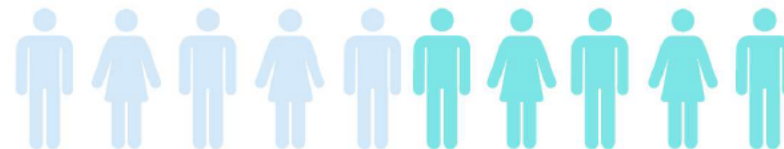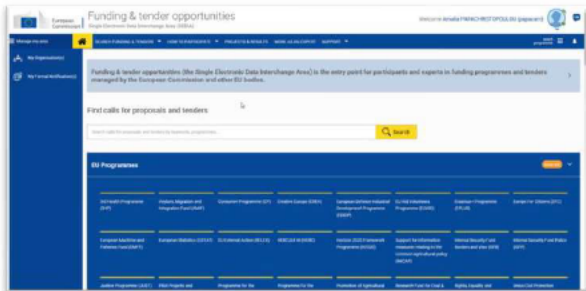
Advantages & innovations of the **Corporate Solution**

Ease of use

- Access to all applications
- No re-encoding
- Automatic interface with ABAC and ARES

User centricity

- MyWorkplace / Funding & tenders portal
- Notifications pertinent to each specific user

Cheaper, faster and safer

- Automatic generation of documentation/contracts
- eSignature

Improved collaboration & Knowledge sharing between

- Contracting Authorities
- Economic Operators

Transparency

- Visibility of progress through real time data
- Reduces occurrences of missing data

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What is **F&T**? – Introduction

The *Funding & Tender opportunities portal* (**F&T**) is the single entry point (Single Electronic Data Interchange Area – SEDIA) for the Economic Operators across all DGs of the European Commission, and other EU bodies.
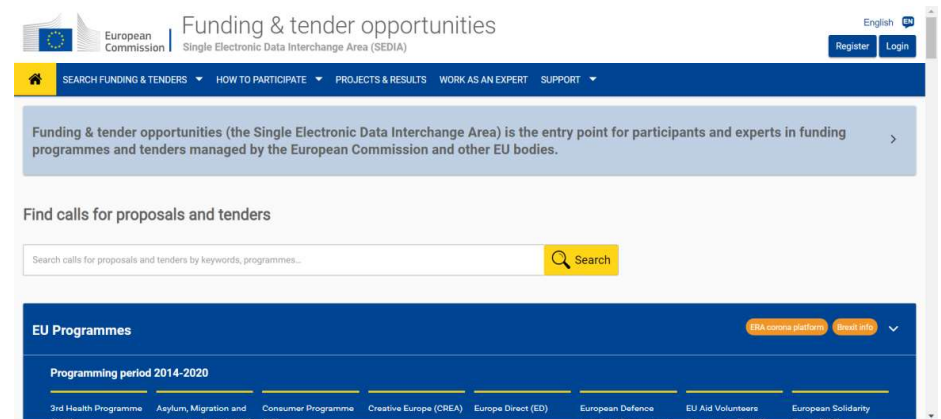
What is **F&T**? – Introduction

- Search for calls for tenders

- Self-registration of organisations

- Self-managing of organisation roles and rights

- Organisation data and documents re-use

- Electronic submission of tenders using advanced encryption

- Electronic signature of contracts and tender documents

- Electronic upload of deliverables

- All exchanges and notifications

- F&T allows the full electronic processing of centrally managed:

  ✓ Grants

  ✓ **Procurement**

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What is **F&T**? – Areas

- The F&T portal has:

✓ A **public** area, where everybody can access information (ex: where you can search for calls for tenders).

✓ A **private** area for registered users only. To access this area, you need an EU Login account. Then you can access your organisation data in the portal once you have completed the organisation registration and receive a Participant Identification Code (PIC) number. For a more secure EU Login account, please use the 2-factor authentication (click here to see how to configure it).

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What is **F&T**? – Areas

What is **F&T**? – Areas

- Access to the private area is based on 3 elements:

✓ **EU Login Account** is the unique identifier for persons, linked to the professional email address.

✓ Each EU Login account is linked to one or more **PIC**s, the unique identifier of an organisation.

✓ All **roles** that the user has in the projects/contracts and/or organisations are linked to the EU Login account.
Each user can have as many roles as needed.

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Self-registration of organisations

- Organisations must **register themselves** in the portal to receive a **PIC** number (9-digit Participant Identification Code).

- Upon registration, the appointment of the **Legal Entity Appointed Representative** (LEAR) is mandatory. This role is responsible for:
    - Notifying the EU of changes in legal data/status;
    - Submitting legal and financial documents if required;
    - Nominating Account Administrators and individuals authorised to sign.
    - Informing own staff about the organisation's PIC.

- **REA** then validates the PIC, the legal validation of the PIC is performed once. It is then used for all future participations in EU procurement and grant actions.

    The validation of PICs is **currently** taking place, some of you may have already received it.

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Self-managing of organisation roles & rights

- **Flexible management of roles & rights**: most roles to be assigned/revoked by the users (contractors, beneficiaries) themselves.

- **Chain of trust**: the formally appointed LEAR of the organisation is validated by the EU. In the F&T portal, the LEAR appoints a list of persons authorised to sign legal documents or financial statements. Only these persons have access to sign relevant documents for a given project in the F&T portal dedicated service.

- **Participant Notification Service (PNS)**: all persons/roles that need to know about any action (e.g. eSignature and submission) are notified and have access to the event (e.g. a signed document).

- **Transparency**: everybody having a role in a project sees the full archive of all exchanges and documents.

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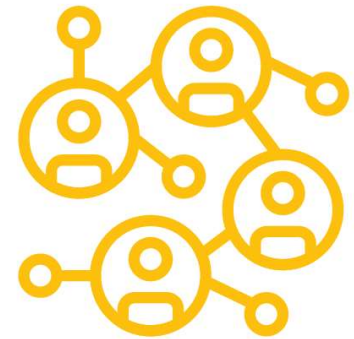
What is **F&T**? – Roles
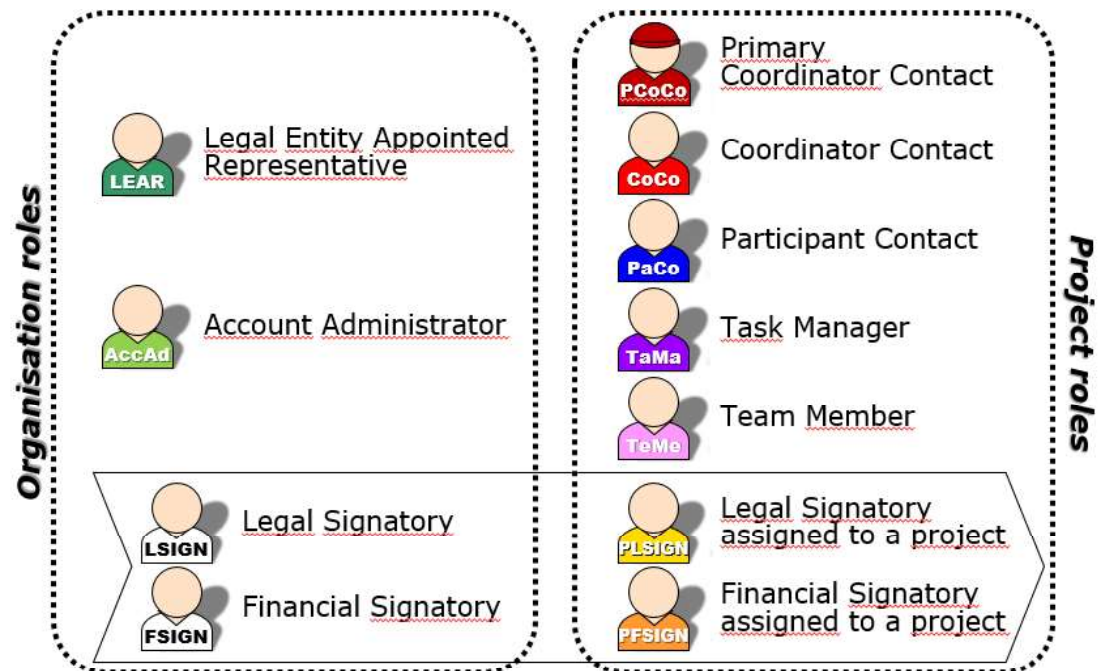
In the FWC **RfS** context, the Economic Operator is be able to:
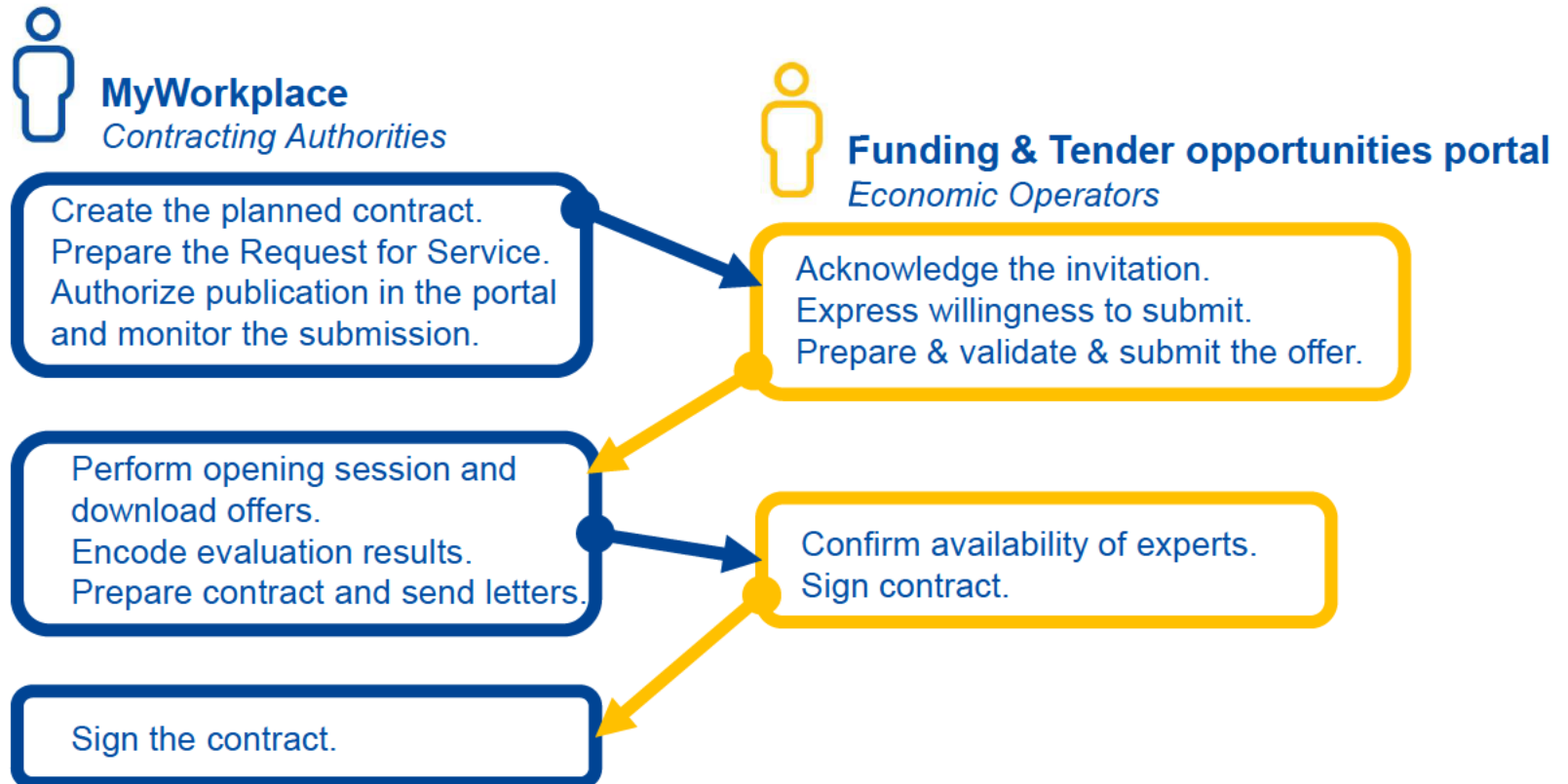
- Acknowledge the invitation.

- Express willingness to submit.

- Prepare, validate & submit the offer by using advanced encryption.

- Electronically sign the contract.

- Electronically initiate amendments to the contract.

- Electronically sign amendments to the contract initiated by the EC.

- Upload the deliverables.

- Have a record of all exchanges & notifications.

Request for Service interactions

MyWorkplace
Contracting Authorities

Funding & Tender opportunities portal
Economic Operators

Create the planned contract.
Prepare the Request for Service.
Authorize publication in the portal
and monitor the submission.

Acknowledge the invitation.
Express willingness to submit.
Prepare & validate & submit the offer.

Perform opening session and
download offers.
Encode evaluation results.
Prepare contract and send letters.

Confirm availability of experts.
Sign contract.

Sign the contract.

There is also the interaction for amendments initiated by both parties + the management of the deliverables.

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Questions?

- **Documentation and links:**

→ F&T Portal – Support

→ F&T Wiki (available soon)

The link to the wiki will be communicated to you during the training we will provide you

→ F&T RfS Quick Guide PDF in:

- **Contact:**

→ ec-sedia-support@ec.europa.eu

If urgent: +32 2 299 22 22

Thank you

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