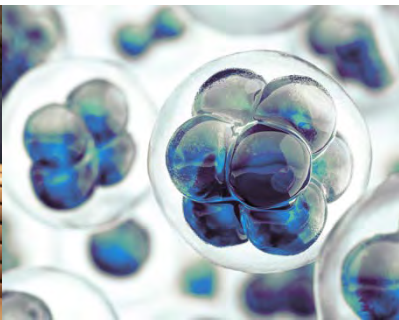




Europäisches
Patentamt
European
Patent Office
Office européen
des brevets

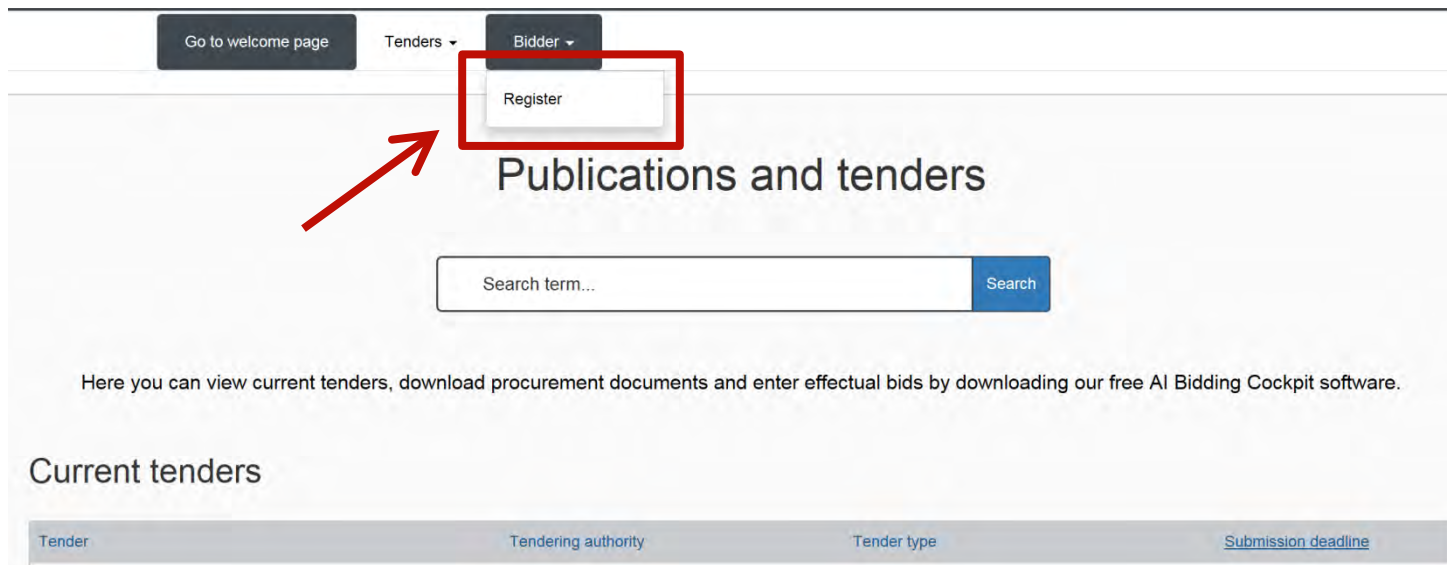
HOW TO REGISTER FOR eTENDERING

Create Your Company Profile



[Click here to access eTendering](#)

Click on 'Register' to create your company profile



The screenshot shows the top navigation bar of the eTendering website. It includes a button labeled 'Go to welcome page', a dropdown menu labeled 'Tenders', and another dropdown menu labeled 'Bidder'. The 'Bidder' dropdown menu is open, showing a 'Register' option which is highlighted by a red rectangular box. A red arrow points from the left towards the 'Register' button. Below the navigation bar, the main heading is 'Publications and tenders'. Underneath this heading is a search bar with the placeholder text 'Search term...' and a blue 'Search' button. Below the search bar, there is a paragraph of text: 'Here you can view current tenders, download procurement documents and enter effectual bids by downloading our free AI Bidding Cockpit software.' Below this paragraph is the heading 'Current tenders'. At the bottom of the page, there is a table with four columns: 'Tender', 'Tendering authority', 'Tender type', and 'Submission deadline'.

Tender	Tendering authority	Tender type	Submission deadline
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Click 'Next' without an invitation code (or with if you have one)

The screenshot displays the EPO website interface. At the top, there is a header with the EPO logo (Europäisches Patentamt, European Patent Office, Office européen des brevets) on the left, a search bar in the center, and a 'Login' button with a user icon on the right. Below the header is a dark navigation bar with links: 'Go to welcome page', 'eTenders', and 'Bidder'. The main content area is divided into two columns. The left column is titled 'User login' and contains a message: 'If you are already registered, please log in with your user name and your password'. It features input fields for 'User name' and 'Password', and links for 'Forgot your username?' and 'Forgot your password?'. An 'OK' button is at the bottom. The right column is titled 'Register a new user'. It has a section for 'For registration without an invitation code:' with a button labeled 'Next (without invitation code)'. Below this is a section for 'If you have received a code from the Tender authority, please enter it here.' with an 'Invitation code' input field and a 'Next (with invitation code)' button. A red arrow points to the 'Next (without invitation code)' button.

Fill in required fields to register

Company data

User data

Terms & Conditions

Summary

Done

Register company

In order to download procurement documents you need to register your company information first. As the company's contact person, please enter your personal information in case any further questions arise within the next workflow step. In order to proceed, you will have to agree with the terms and conditions on the following pages.

Your company information will be saved and can be accessed for future tendering procedures using your user name and password.

All fields marked with *

The number must contain the country code (e.g. +49), characters - and / are permitted in order to separate area code and phone number.
Examples:
+49 3012345678
+49 30123456-78
+49 30123456 78

Telephone *

Company name *

Street/rd. *

Postal Code *

City *

Germany

Company Size

E-mail *

Homepage

Entry in commercial register

VAT ID

Tax number

BUNS

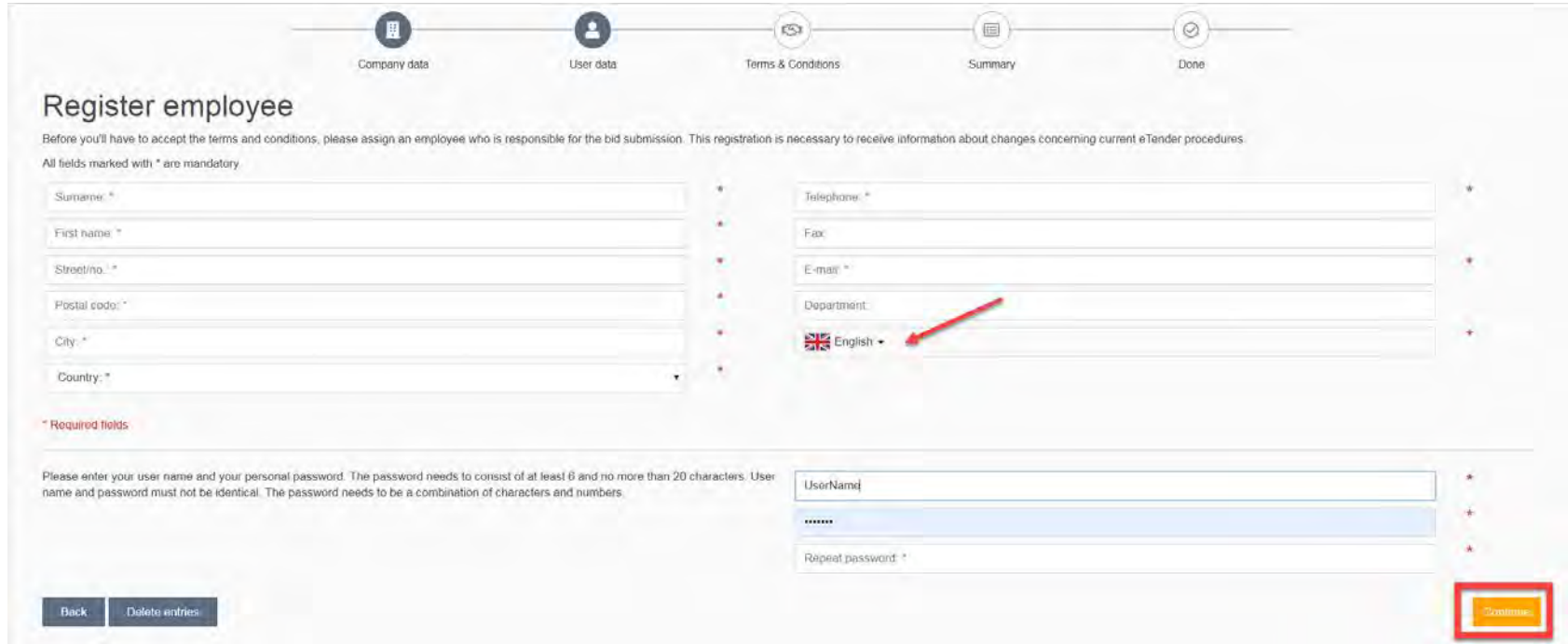
* Required fields

Delete entries

Continue

Assign an employee for contact purposes

You can select your language preference from the dropdown menu



The screenshot shows a web form titled "Register employee" with a progress bar at the top containing five steps: Company data, User data, Terms & Conditions, Summary, and Done. The form is divided into two columns of input fields. The left column includes fields for Surname, First name, Street/no., Postal code, City, and Country, all marked as mandatory with an asterisk. The right column includes fields for Telephone, Fax, E-mail, Department, and a language dropdown menu currently set to "English" with a UK flag icon. A red arrow points to this dropdown menu. Below these fields is a section for "Required fields" with instructions on password requirements. At the bottom, there are "Back" and "Delete entries" buttons on the left, and a "Continue" button on the right, which is highlighted with a red rectangle.

Register employee

Before you'll have to accept the terms and conditions, please assign an employee who is responsible for the bid submission. This registration is necessary to receive information about changes concerning current eTender procedures.

All fields marked with * are mandatory

Surname *

First name *

Street/no. *

Postal code *

City *

Country *

Telephone *

Fax

E-mail *

Department

English

* Required fields

Please enter your user name and your personal password. The password needs to consist of at least 6 and no more than 20 characters. User name and password must not be identical. The password needs to be a combination of characters and numbers.

UserName

Repeat password *

Back Delete entries Continue

Accept the terms and conditions

Note registration is not possible unless the terms are accepted

Scroll down to accept them and continue

A summary of your registration is then shown, check it and click register

Accept terms and conditions

1. Scope of application, modifications

1.1 These Terms and Conditions govern the use of the procurement platform of the European Patent Organisation (EPO). They have no effect as regards the procurement procedures involved and are not part of the Procurement Documents.

1.2 They supplement the terms and conditions of use for the website of the European Patent Office, which also apply to the procurement platform unless otherwise provided below.

1.3 By registering under Section 2 below and using the procurement platform, the user accepts the validity of these Terms and Conditions.

1.4 The EPO reserves the right to amend these Terms and Conditions at any time by posting amended Terms and Conditions on the website. Such amendments take effect on the date on which they are posted. Users are entitled to object to them within two weeks of posting. Continued use of the website or its services constitutes acceptance of the changes concerned. If a user explicitly objects to any new terms and conditions, the EPO is entitled to revoke his access rights. If a user does not agree to the Terms and Conditions as amended, he may also request deletion of his registration at any time.

1.5 If any provision of these Terms and Conditions is for any reason held to be invalid, illegal or otherwise unenforceable, such unenforceability does not affect any other provision; the Terms and Conditions are then to be construed as if they had never contained the provision(s) in question and are to be interpreted, in so far as possible, in such a way as to maintain their original intent.

2. User obligations, registration

2.1 Use of the platform and participation in electronic procurement procedures requires prior registration of the user.

2.2 Registration on the procurement platform is free of charge and valid indefinitely.

2.3 Users must provide correct and complete information when registering, and update it if necessary. They must not misuse any access authorisation granted to them (for example by transferring data to unauthorised third persons). By registering, users agree to being contacted by the EPO by e-mail. If a user's details (for example his e-mail address) change after registration, he must amend them accordingly on the procurement platform. Otherwise communication cannot be guaranteed. An online form is available on the platform for this purpose.

The EPO reserves the right to check the information given in the registration form.

2.4 Registered users are responsible for maintaining the confidentiality of their account and password to prevent unauthorised access to that account. Users must take all necessary steps to keep their password secure and must inform the EPO without delay at eTendering@epo.org if it is being or could be used without authorisation.

2.5 In the event of any violation of the above user obligations, the EPO is entitled to revoke the user's access rights without prior notice.

2.6 Incorrect or incomplete information entitles the EPO to refuse registration or to delete it with immediate effect, and to exclude the user from further procurement procedures.

3. Content of right of use

You have successfully completed your registration for eTendering

You can look for new tendering opportunities under 'Current eTenders'

Here you can view current eTenders, download procurement documents and enter effectual bids by downloading our free AI Bidding Cockpit software.

Current participations(3)

Next submission deadlines	Deadline	Status
Trial tender for supplier familiarization with eTendering (EPO-2019-0015)	20.12.2019 12:00	✓

Current eTenders

Published	eTender	Tendering authority	eTender type	Submission deadline
06.06.2019	New CAFM Provider - Cloud based (Tender 2936) (EPO-2019-0023)	European Patent Office The Hague	Goods and Services, Open tender	24.07.2019 12:00
05.08.2019	Gardening and landscaping services Munich sites (EPO 2019-0029)	European Patent Office Munich	Goods and Services, Open tender	08.09.2019 12:00
23.05.2019	Frame Agreement Electrical Installations EPO Munich (EPO-2019-0025)	European Patent Office Munich	Goods and Services, Open tender	04.07.2019 10:00
28.02.2019	Trial tender for supplier familiarization with eTendering (EPO-2019-0015)	European Patent Office Munich	Goods and Services, Open tender	20.12.2019 12:00

More employees to be added ?

You can add additional employees via: Bidder - Add new employee

The screenshot displays the eTenders system interface. At the top, a dark navigation bar contains the following elements: a link to 'Go to welcome page', a dropdown menu labeled 'eTenders', and another dropdown menu labeled 'Bidder'. The 'Bidder' dropdown menu is currently open, showing a list of options: 'Messages', 'eTender participations', 'Software download', 'Invitation', 'Change my personal data', 'Add new employee' (which is highlighted with a red rectangular box), and 'Logout'. The main content area is divided into two columns. The left column features a 'Welcome' message, a description of the system's purpose, and a section titled 'Current participations(3)' with a table of submission deadlines. The right column displays the name 'Haybach' and a table of documents and bids. The 'Add new employee' option in the dropdown menu is the primary focus of the image.

Next submission deadlines
Trial tender for supplier familiarization with eTenders

Deadline:	Status
20.12.2019 12:00	✓

Further information regarding eTendering registration

Registration does not imply that notifications about newly published tenders will be automatically sent to the users.

For technical questions regarding eTendering, please contact the support hotline from our provider at +49 931 8806144

[Individual charges may apply. Monday to Friday, from 8 a.m. to 6 p.m. (CET/CEST), not including national holidays in Germany and Austria]

or contact us on eTendering@epo.org