



How to create/edit a call for tender



! Feel free to contact the Webteam if you need any assistance or you have a question and/or remark regarding this How-to.
• Send an e-mail to **cdrwebmasters** <cdrwebmasters@cor.europa.eu>

1

Open the production site at
<https://prod-portal.cor.europa.eu/en/about/tenders/Pages/calls-for-tender.aspx>
Log in using your credentials.

2

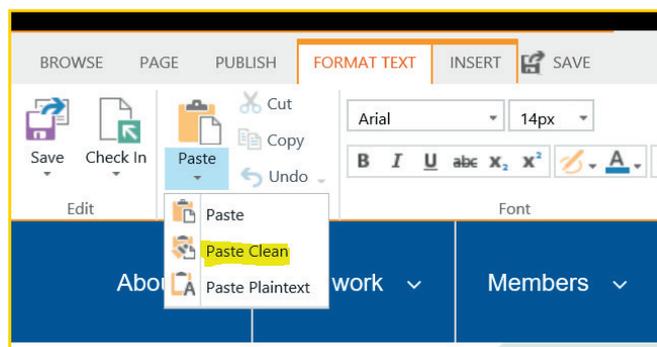
Click on the **Settings** button  on the top right corner of the page and choose **Site contents**. You'll find a list called **CallsForTender** – click on it

Alternatively, click on the Settings button and select **Contributor Dashboard**. Then click on "Create a Call for Tender".

3

Create a new item and fill in the blank fields:

- Enter a **title** (for instance "Multiple framework contract for studies in the fields of environment, climate change, energy and space policy")
- Enter a **tender reference** (e.g. CDR-TL1-68-2016)
- Enter the **deadline for application**
- Enter the **e-tender link**
- Copy-paste 'clean' your Word text into the Page content box



• **Save**

That's it! Your call for tender should be online now!

Additional useful information

1. Adding documents to your 'Call for tender'

In case you want to add links to documents, please use the **Summary links** field. To make it available first fill in all the other fields, then save the entry and edit it again.

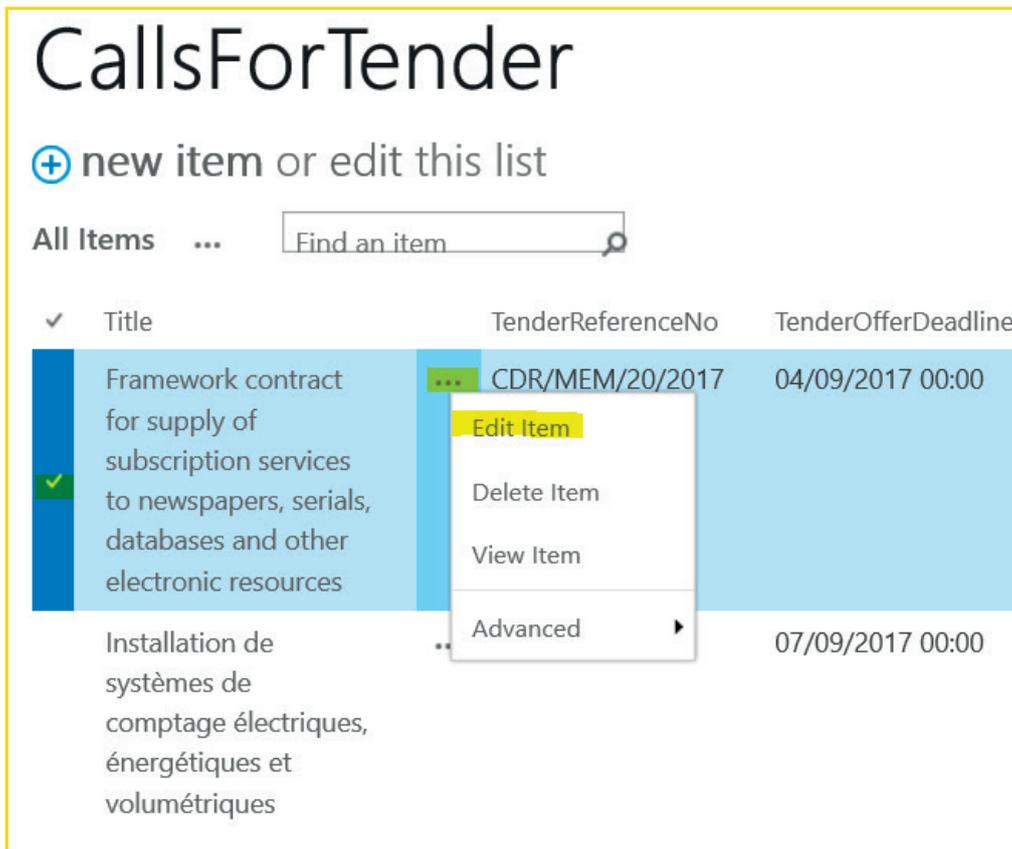
In order to link to your documents, you will need to upload them beforehand into the **Documents folder** on Site contents:

<https://prod-portal.cor.europa.eu/en/about/tenders/Documents/Forms/AllItems.aspx>

Note: no special characters or spaces on the names of the documents, please. Give them meaningful names.

2. Editing a 'Call for tender' entry

Should you want to change the information you just entered or any other call for tender, you can edit any item via the list. Select the item and click on the suspension points:



The screenshot shows the 'CallsForTender' interface. At the top, there is a header 'CallsForTender' and a button '+ new item or edit this list'. Below this is a search bar labeled 'Find an item' and a dropdown menu 'All Items ...'. The main content is a table with columns: Title, TenderReferenceNo, and TenderOfferDeadline. The first row is highlighted in blue and has a context menu open over it. The context menu contains the following options: Edit Item (highlighted in yellow), Delete Item, View Item, and Advanced (with a right-pointing arrow). The second row is partially visible below the first.

✓	Title	TenderReferenceNo	TenderOfferDeadline
✓	Framework contract for supply of subscription services to newspapers, serials, databases and other electronic resources	CDR/MEM/20/2017	04/09/2017 00:00
..	Installation de systèmes de comptage électriques, énergétiques et volumétriques		07/09/2017 00:00

You can also find this how-to here: https://mycor.cor.europa.eu/EN/Directorate_D/Unit_D3/web/Pages/default.aspx

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