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
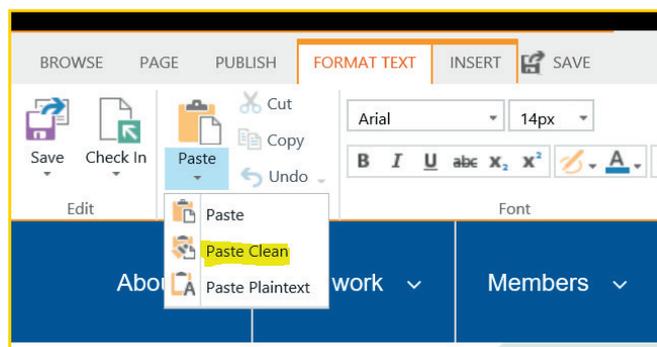
• **Save**

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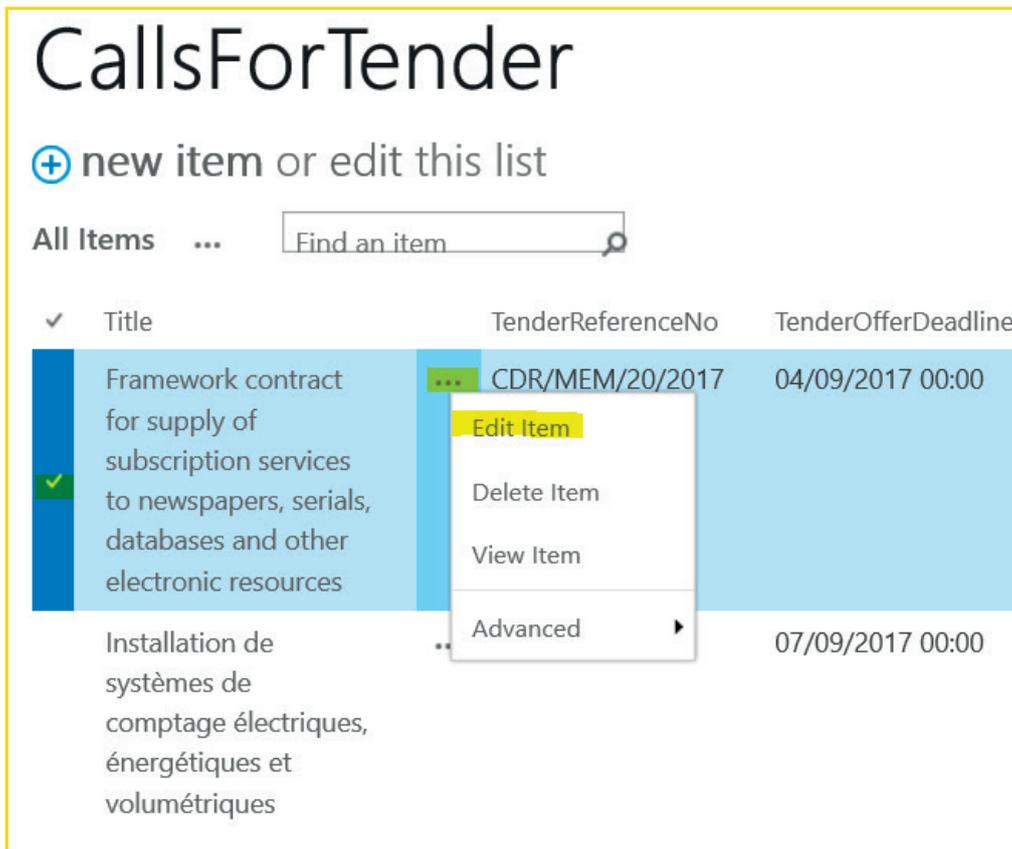
In order to link to your documents, you will need to upload them beforehand into the **Documents folder** on Site contents:

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:

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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