eCertis – EU Procurement Certification
QUICK START GUIDE

Summary – eCertis helps contracting authorities and businesses operating in the EU identify the certificates and other types of evidence requested in public procurement procedures across the Member States and EEA countries (Iceland, Liechtenstein and Norway). While the basis of the public procurement regulation is based on the EU directives, different documents are requested for different types of procedures in different countries. Tenderers bidding for public contracts may be asked to demonstrate, for instance, that they have not been charged with criminal or professional misconduct, that they are legally and financially sound or that they have sufficient resources to fulfil the contract. eCertis helps to clarify these differences both for contracting authorities and economic operators. Information about the certificates is entered and updated in the recently *restricted* part of the eCertis portal by editorial teams, composed of representatives of the responsible authorities of the participating countries. Once published, this information is made publicly available on the *public* website. This Quick Guide explains how the *public* platform can be used for information purposes.

Please note that eCertis has been recently overhauled and redesigned to accommodate more domains than the classical, public procurement domain[*].

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[*] While the new version of eCertis will be able to accommodate extension to additional, procurement or non-procurement related certification requirements, it is currently limited to procurement.

Contents:

I. Key Concepts

For the purposes of explaining the functioning of the eCertis system, **certificates** used in public procurement procedures are understood as a combination of the following elements:

- **Criteria**

  A *Criterion* is defined as 'something' used as the basis for making a judgement or decision, e.g. a requirement set in a public EU tender or a condition that has to be fulfilled for a service to be executed.

  For example:
  In order to participate in a classical public EU procurement procedure, candidates may have to prove that they meet the following Criteria:
  — they are enrolled in a trade register (selection criterion)
  — they have never been criminally convicted (exclusion criterion)
  — they have the necessary professional qualifications (selection criterion), etc.

- **Evidence**

  A piece of evidence is defined as 'something' which proves that something else exists or is true. In particular, Evidence is used to prove that some specific Criteria are met by a candidate wishing to participate in a procurement opportunity.

  For example:
  — In order to prove payment of taxes (=Criterion), bidders in a procurement process in France may be required to provide a so-called '*Attestation de régularité fiscale*' (=Evidence) certifying this.
  — In order to prove that they comply with social security obligations (=Criterion), candidates may be required to submit a recent attestation of compliance (=Evidence) delivered by the Social Insurance Institution in their country.

- **Issuer**

    In eCertis, authorities or administrative entities issuing Evidence are called *Issuers*.

    The diagram below illustrates how these 3 concepts interact in eCertis:
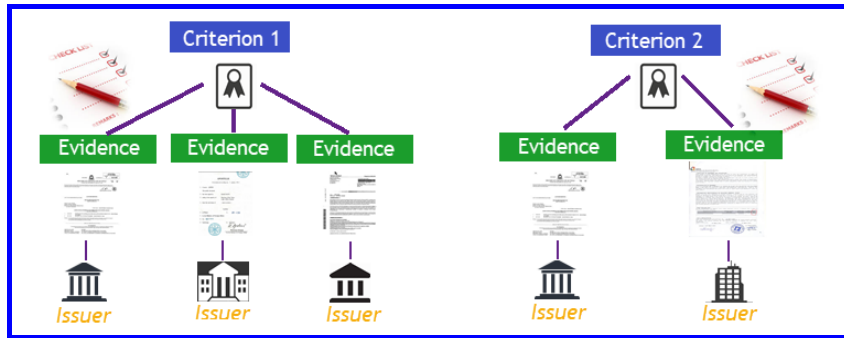
II. More Information about eCertis

The **ABOUT ECERTIS** menu of eCertis provides useful links to documentation and information available about eCertis, including user manuals, contact data of the eCertis Team at DG GROW, technical specifications concerning the REST web services, additional information about eProcurement and ESPD, the eCertis Scoreboard, etc.

If you have any question or doubt, or just want to give some feedback about eCertis, click the **FEEDBACK** menu: this will open a feedback form to complete and submit:

III. Searching the eCertis Database

From the start page of eCertis you can look for <u>any</u> Criteria, Issuers and/or Evidence that have been published by responsible authorities in the different participating countries. Extended search capabilities are provided to help you quickly find information *specific Criteria, Evidence or Issuers*. And a *General Search* feature is available to display data supplied by one or multiple countries.
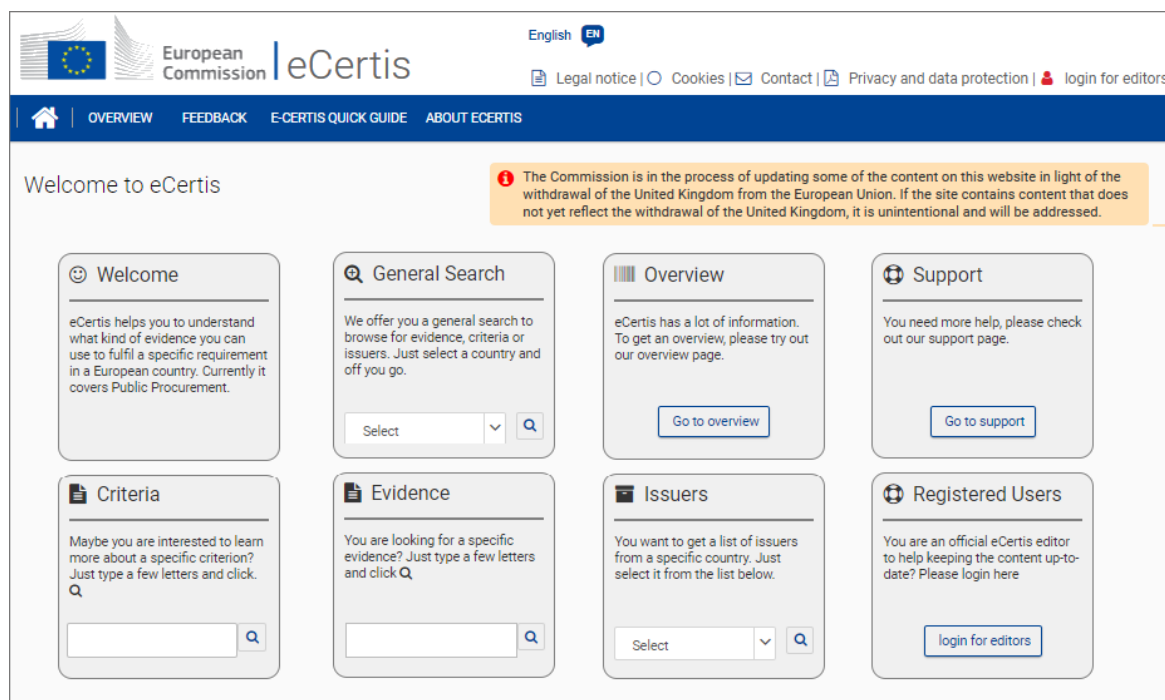
GENERAL SEARCH

Proceed as follows if you wish to find information about the Issuers, Criteria and Evidence published by one or several Member States.

♦ **To perform a general search**

1. Pull down the selection box in the General Search tile, select the desired country or countries, and then click 🔍 :
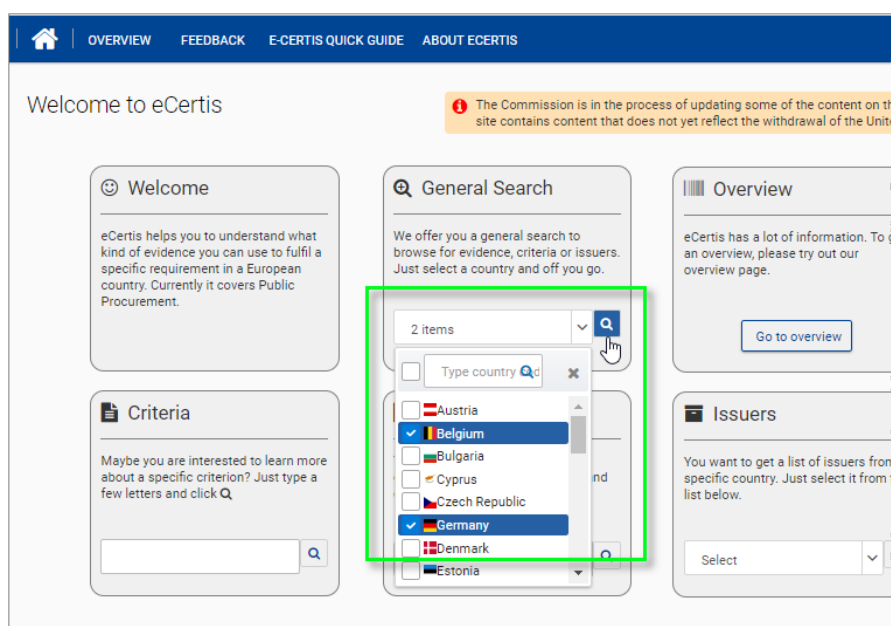
> *Result:* Criteria, Evidence and Issuers relating to the selected country/-ies are displayed. Please note that eCertis only shows Criteria which are linked to actual Evidence, Evidence which are linked to actual Criteria and Issuers for which are linked to actual Evidence.

2. From here, you can further narrow or broaden your search by using other filters like the type of item searched (1), by changing you country selection (2), by filtering on Evidence of a given **type**, items updated in eCertis after a certain **date** (3), Evidence with or without a **fee** attached (5), with or without **samples** (6), or even items with some specific **words** in the title (7):
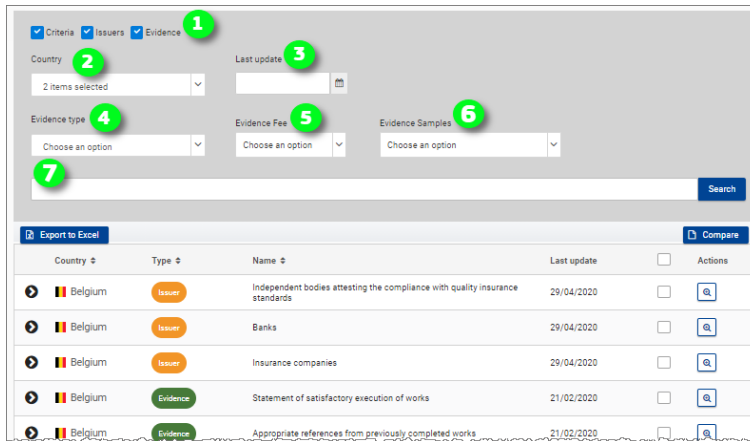
SPECIFIC SEARCHES

Search for Criteria

Proceed as follows if you wish to find information about some specific Criteria published by one or several Member States.

♦ **To find Criteria**

1. In the Criteria tile search box:
   – enter the first letters for the searched Criterion in the combo box,
   – select the desired actual Criterion from the drop-down list of matching Criteria,
   – click 🔍 .
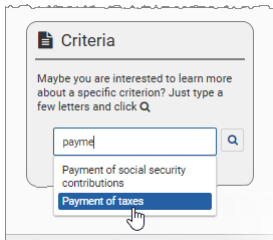
Result: A list of matching Criteria appears:

2. From here, you can further narrow your search by selecting one or several specific country/-ies and/or a last update date.

Please note that the other filters (i.e. 'Evidence type', 'Evidence Fee and 'Evidence Samples') are not relevant when search for Criteria i.e. they apply to Evidence only.

Proceed as follows:

– To limit the search to one or several country/-ies, pull down the **Country** selection box and select the check box(es) in front of each desired country. The number of selected countries automatically shows at the top of the selection box:
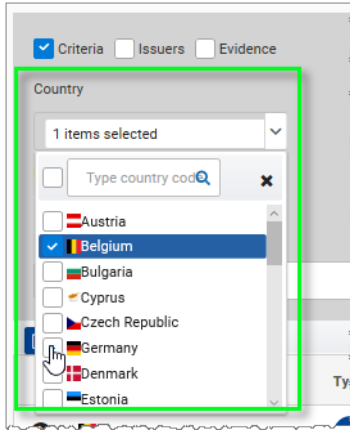
– To limit the search to Criteria, Issuers and/or Evidence that were updated in eCertis after a certain date, click on the calendar icon in the **Last update** box and select the desired date:
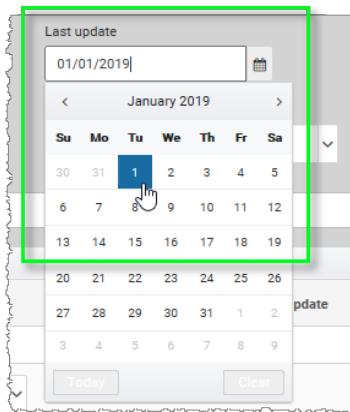
3. Click **Search**.

Result: The list of Criteria matching your search is displayed.

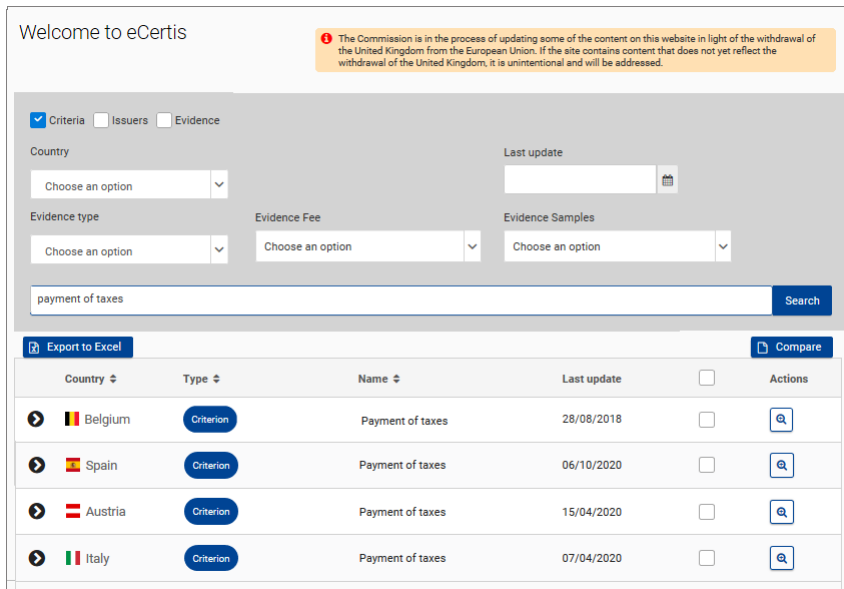## *Search for Evidence*

Proceed as follows if you wish to find information about some Evidence published by one or several Member States.

♦ **To find Evidence**

1. In the **Evidence** tile search box, enter the first letters for the searched Evidence in the search box, and click 🔍 .

2. A list of matching Evidence appears:

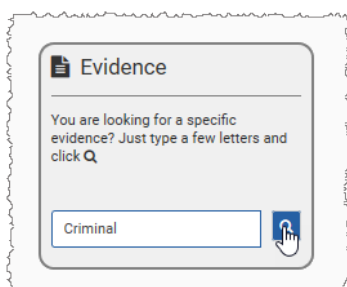3. From here, you can further narrow your search to only Evidence in one or several specific country/-ies and/or Evidence of certain type(s), Evidence with or without fees or with or without attached samples and/or Evidence with a specific last update date. Proceed as follows:

   – To limit the search to one or several country/-ies, pull down the **Country** selection box and select the check box(es) in front of each desired country. The number of selected countries automatically shows at the top of the selection box.

   – To limit the search to Evidence of one or several evidence type(s), pull down the **Evidence type** selection box and select the check box(es) in front of each desired type.

   Result: The number of selected types automatically shows in the related selection box:

– To limit the search to Evidence with or without a fee attached, pull down the **Evidence Fee** selection box and select the appropriate option i.e. 'Free of charge', 'Not free of charge' or 'All':
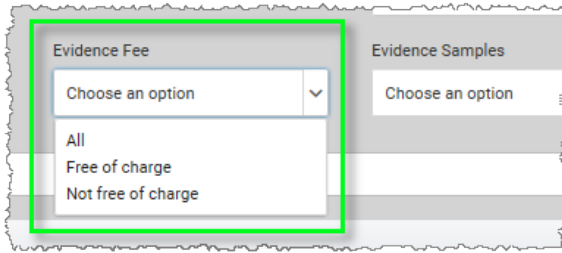
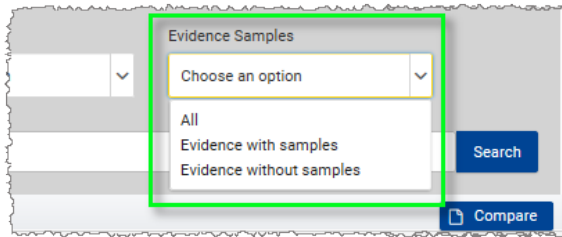– If you are looking for Is Evidence where sample documents have/have not been provided, pull down the **Evidence Samples** selection box and select the appropriate option i.e. 'Evidence with samples', 'Evidence without samples' or 'All':

– To limit the search to Evidence that were updated in eCertis after a certain date, click on the calendar icon in the **Last update** box and select the desired date.

4. Click **Search**.

Result: The list of Evidence matching your search is displayed.

Search for *Issuers*

Proceed as follows if you wish to find information about some Issuers in one or several Member States.

♦ **To find information about some Issuer**

1. Pull down the selection box in the **Issuer** tile and select one or several countries for which you are searching Issuers, and then click 🔍 .

Result: A list of matching Issuers appears:

2. From here, you can further narrow your search by changing your country selection and/or selecting a last update date. (Please note that the other filters (i.e. 'Evidence type', 'Evidence Fee and 'Evidence Samples') are not relevant when searching for Issuers i.e. they apply to Evidence only).

   Proceed as follows:

   – To change the country selection, pull down the **Country** selection box and select or deselect the desired countries. The number of selected countries automatically shows at the top of the selection box.

   – To limit the search to Issuers that were updated in eCertis after a certain date, click on the calendar icon in the **Last update** box and select the desired date.
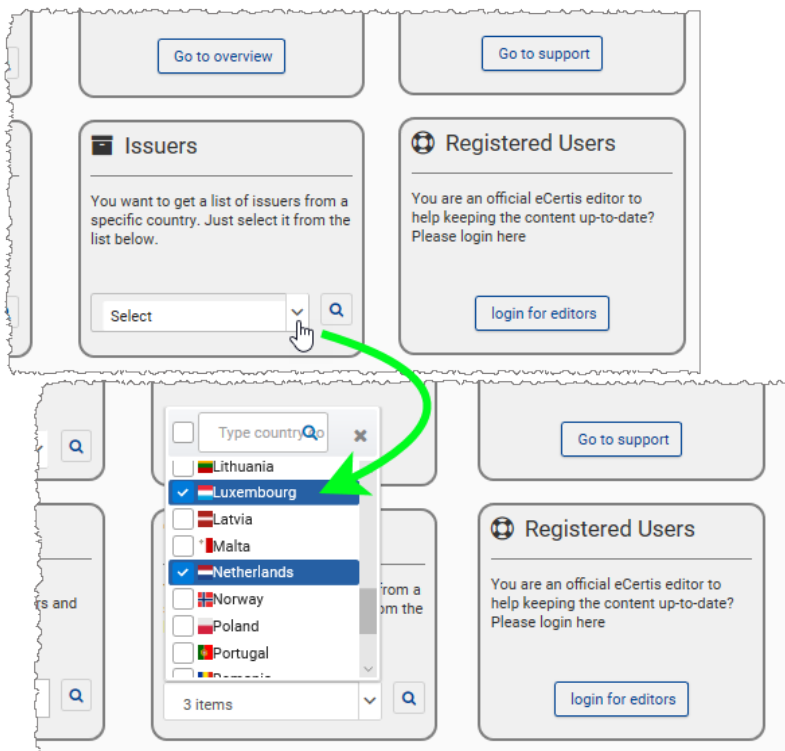
3. Click **Search**.

   Result: The list of Issuers matching your search is displayed.
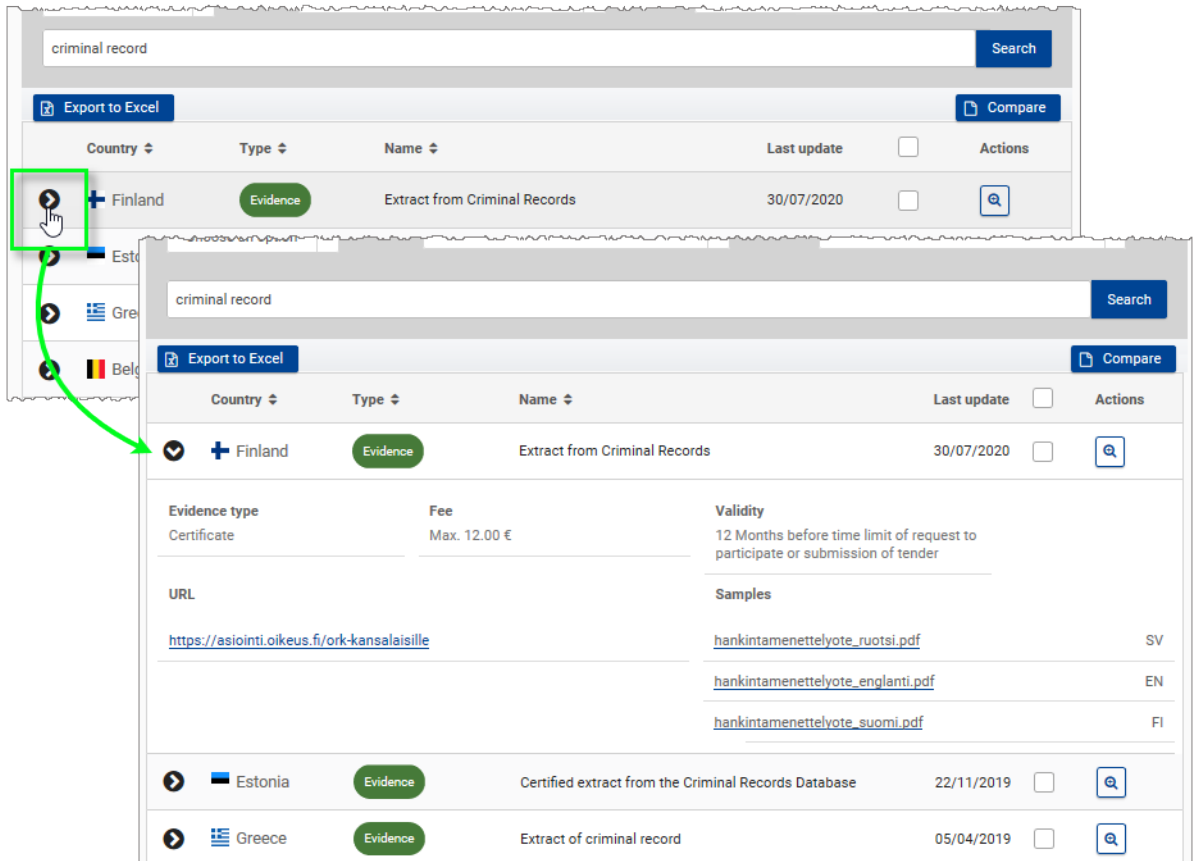
IV. Consulting Criteria/Issuers/Evidence

After performing a search to find the information that you need, you can consult the found Criteria, Issuers or Evidence in various levels of details.

♦ **To consult Criterion, Issuer or Evidence details**

1. For a quick glance at the general information about one of the found Criteria, Issuers or Evidence, click the ⊙ in front of the desired Criterion, Issuer or Evidence.

   Result: General information shows below the selected Criterion, Issuer or Evidence:

Or,

To view all details of a selected Criterion, Issuer or Evidence, click [🔍] in the *Actions* column to the right of the desired Criterion, Issuer or Evidence.

Result: The full details of the selected Criterion, Issuer or Evidence then show on a new page:

Note:
For online Evidence, the URL field gives the web address where the related document can be downloaded

criminal record	Search

Export to Excel						Compare
	Country ⬍	Type ⬍	Name ⬍	Last update		Actions
❯	➕ Finland	Evidence	Extract from Criminal Records	30/07/2020	☐	🔍
❯	▬ Estonia	Evidence	Certified extract from the Criminal Records Database	22/11/2019	☐	🔍
					☐	🔍

Evidence

Extract from Criminal Records

Coverage area	➕ Finland
ESPD	No
Type	Certificate
URL	https://asiointi.oikeus.fi/ork-kansalaisille
Validity	12 months before time limit of request to participate or submission of tender
Fee	Max. 12.00 €
Addressee	
Expected time	
Description	
Last update	

Samples

Last update	30/07/2020

Samples

hankintamenettelyote_ruotsi.pdf	SV
hankintamenettelyote_englanti.pdf	EN
hankintamenettelyote_suomi.pdf	FI

Issuers

Legal Register Centre	🔍

Linked criteria

Assets being administered by liquidator	🔍
Payment of taxes	🔍
Money laundering or terrorist financing	🔍
Breaching of obligations in the field of labour law	🔍
Terrorist offences or offences linked to terrorist activities	🔍
Purely national exclusion grounds	🔍
Fraud	🔍
Corruption	🔍
Participation in a criminal organisation	🔍
Payment of social security contributions	🔍
Child labour and other forms of trafficking in human beings	🔍

UUID: **b18eca00-1250-4f51-8633-adcd77b64da5**

V. Comparing Criteria/Issuers/Evidence

Using the *Compare* feature, you can do of Criteria, Issuers or Evidence. For example, you can compare in how far a given Criterion (e.g. previous experience in services) differs between two countries.

♦ **To compare Criteria, Issuers or Evidence**

1. First perform a search to find the items that you wish to compare.

2. In the search result section, select the check box next to each Criterion/Issuer/Evidence that you wish to compare:

Result: A blue 'Compare' button immediately appears at the top right of the list, with an indication of the number of items that you have selected.

3. Click the **Compare** button.

Result: The main characteristics of the selected items are compared side-by-side:

VI. Exporting Criteria/Issuers/Evidence

Using the *Export to Excel* feature, you can export custom lists of Criteria, Issuers and/or Evidence. The resulting Excel sheet can then be further customised and filtered on multiple parameters, including: country, parent Criterion, description, law, article, type of Criterion, Scope, last update or linked Evidence.

♦ **To export a list of Criteria, Issuers and Evidence**

1. Use the filter options at the top of the list to display all items that you wish to export

2. Click the **Export to Excel** button under the search section:

3. Answer the question to open or save the xls file:
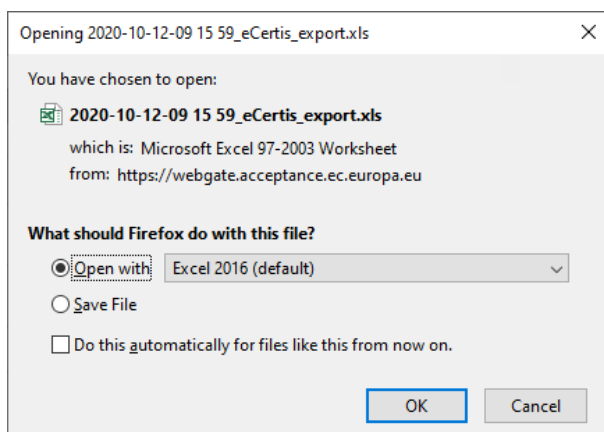
(Please note that popup message and open/save behaviour may differ from one browser to another).

4. If you exported different types of items (i.e. Criteria, Issuers and/or Evidence), the corresponding details are displayed on separate tabs in the Excel sheet. If you wish, you can further customise this information using for example the options from the Excel **Sort & Filter** button to filter and sort columns as you like.
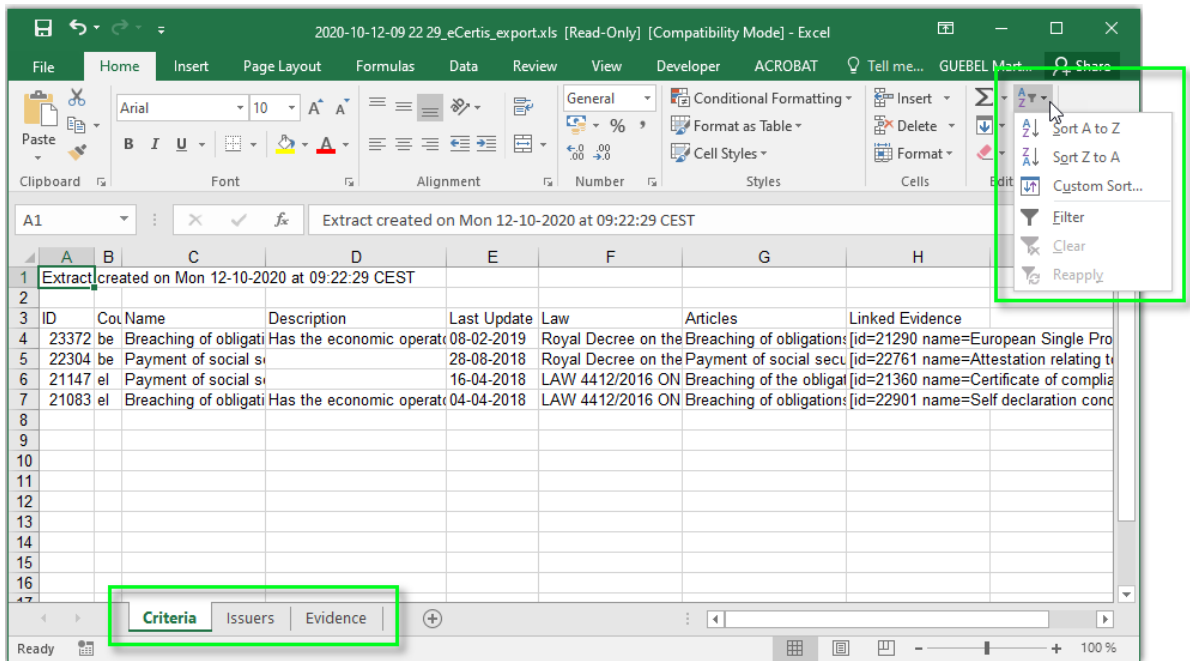
VII. Open Data

The same function described in section VI above allows exporting the whole data set, which is published in the EU Open Data Portal at https://data.europa.eu/euodp/data/dataset/ecertis.

VIII. Viewing Statistics

Up-to-date statistics about all Issuers, Criteria and Evidence per domain and sub-domain are available in the public and the OVERVIEW menu. For each domain and sub-domain they give quick overviews of the numbers of Issuers, Criteria and Evidence that have been published by each Member State respectively:

	AT	BE	BG	CY	CZ	DE	DK	EE	GR	ES	FI	FR	HR	HU	IE	IS	IT	LI	LT	LU	LV	MT	NL	NO	PL	PT	RO	SE	SI	SK	UK
Issuers	13	9	19	7	15	13	5	5	8	4	4	15	3	17	3	6	16	4	7	3	6	6	8	3	11	4	5	9	5	17	
Criteria	10	15	25	34	41	26	23	52	37	7	66	69	7	61	22	5	40	34	27	3	65	12	48	27	36	19	35	20	57	39	33
Evidence	7	15	12	13	21	26	32	10	25	8	7	44	5	27	5	6	31	3	10	3	33	10	12	4	23	18	5	4	8	14	35
Total	30	39	56	54	77	65	60	67	70	19	77	1...	15	1...	30	17	87	41	44	9	1...	28	68	34	70	41	45	33	70	70	68

The numbers in the overview are all hyperlinks bringing you to the related lists of Issuers, Criteria or Evidence.

IX. Support

For any issue regarding the functioning of eCertis, please contact us by email at:

GROW-APPLICATION-SUPPORT@ec.europa.eu