

Guidance for Economic Operators - ESPD



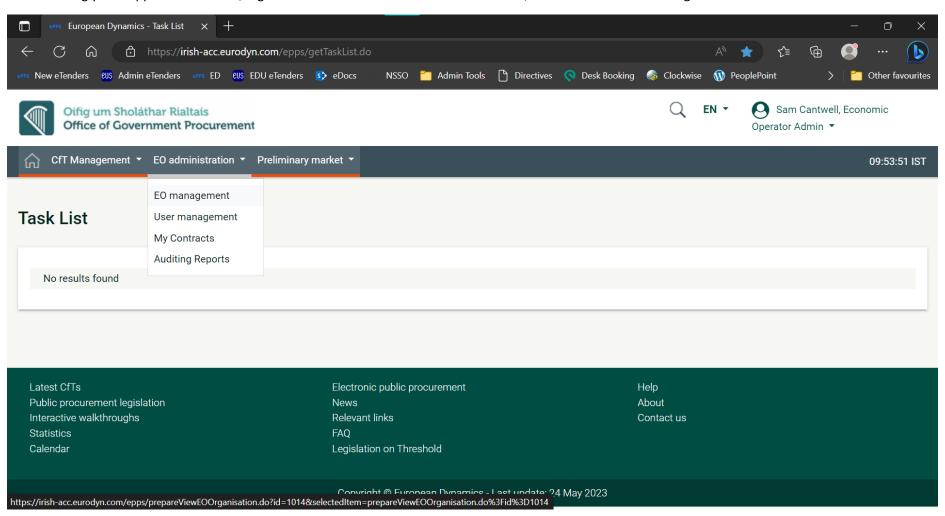
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Version	Date	Author
1.0	May 2023	eProcurement Team

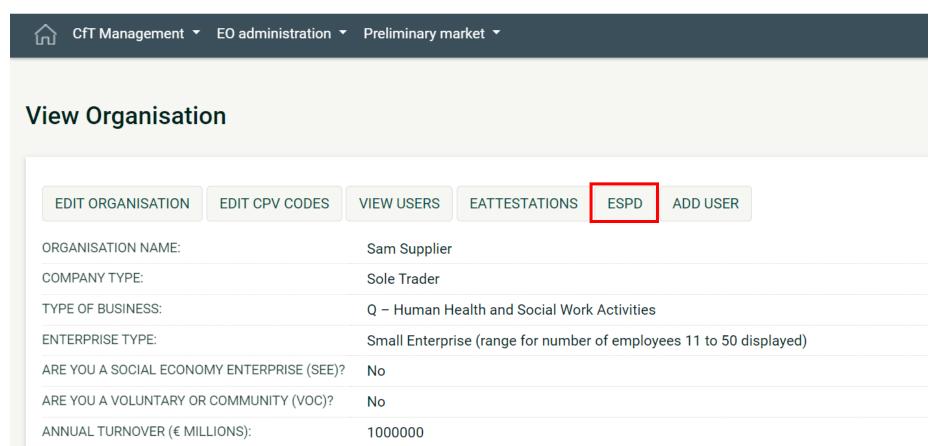
Creating an ESPD form on eTenders

• Using your supplier credentials, log in to eTenders. Click on 'EO administration', and then select 'EO management'.

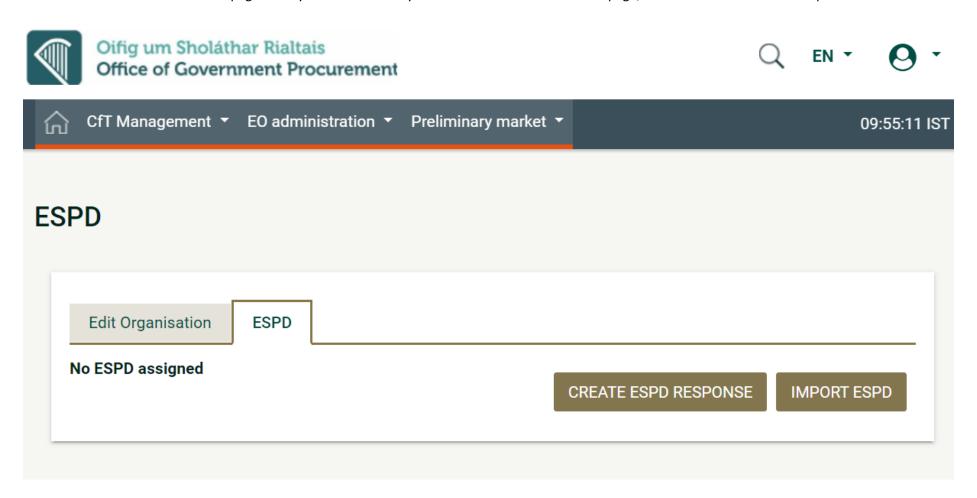


• Within 'EO management', there are six tabs under the 'View Organisation' title. Click on the fifth tab – 'ESPD'.

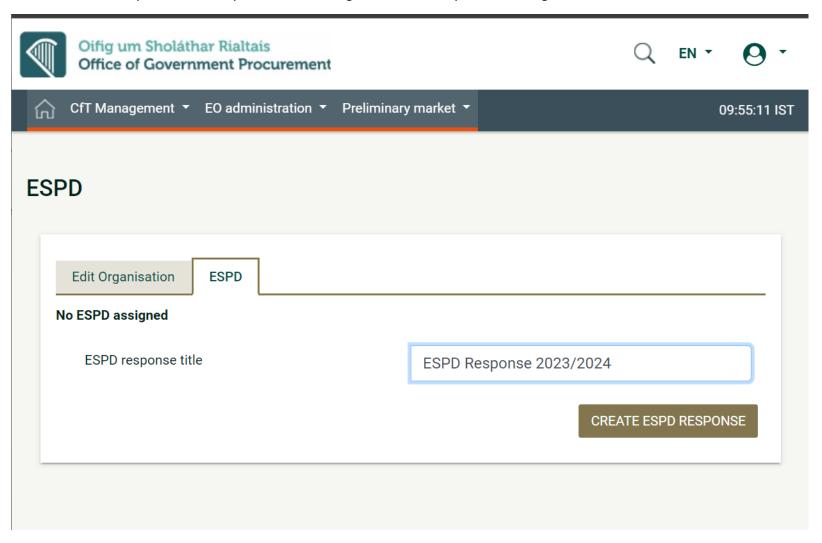




• There are two tabs on this page. The system will default you to the 'ESPD' tab. Within this page, click on the 'Create ESPD Response' button.

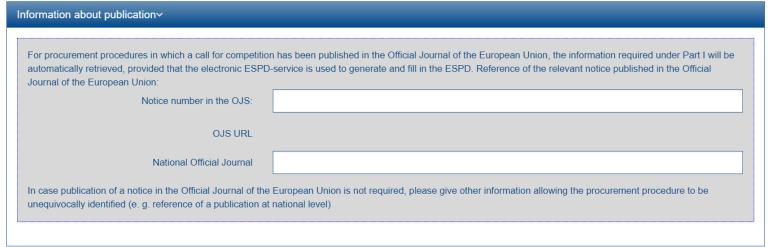


• The system will prompt you to name your new ESPD form. Once you have done this, click on 'Create ESPD Response'. Please ensure that the ESPD name is easily identifiable to you and Contracting Authorities that you are sending it to

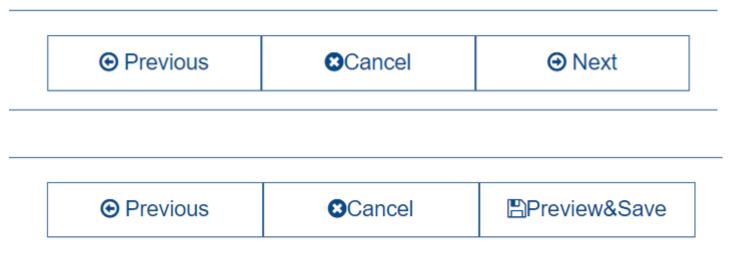


- You will then be brought to the ESPD site. From here, complete the applicable fields. Once you have completed each page, click 'next' at the bottom of the page. Once you reach the final page, the 'next' option changes to 'preview and save'. Review the information you have entered and click 'Save'. Your ESPD form has now been created.
- Guidance on completing the ESPD form can be found at the following address: gov.ie European Single Procurement Document (ESPD) (www.gov.ie)

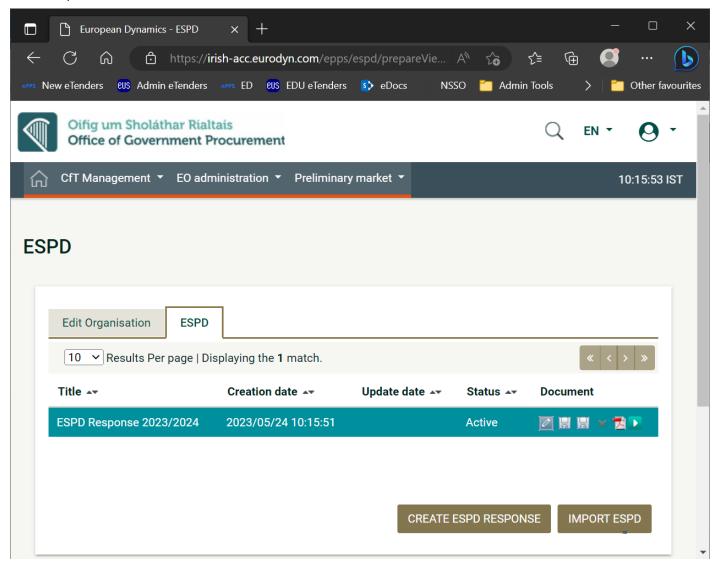




• Once you reach the final page, the 'next' option changes to 'preview and save'. Review the information you have entered and click 'Save. Your ESPD form is now created.

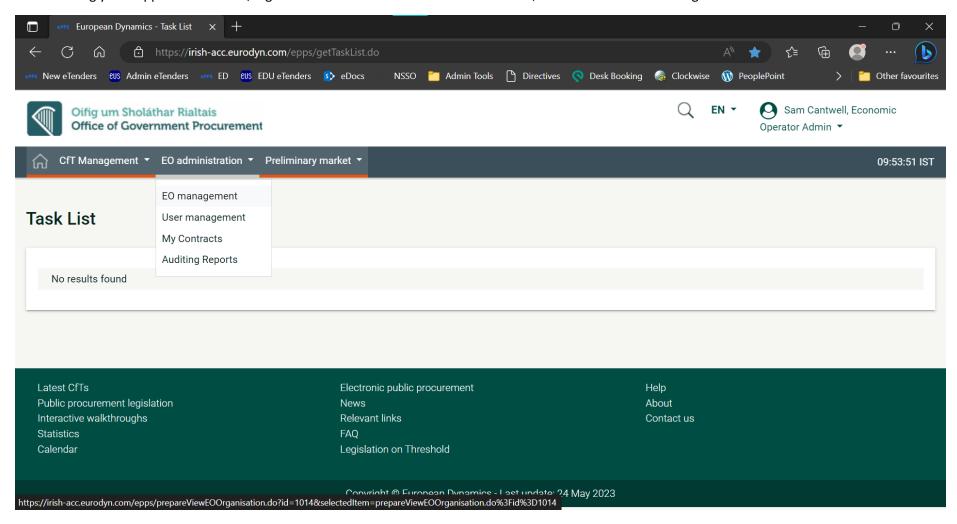


• Your finished ESPD response will now list on the eTenders platform with the ESPD title, creation date & status. There are also options represented by icons to edit, delete and download. Hover over each icon to see its function.



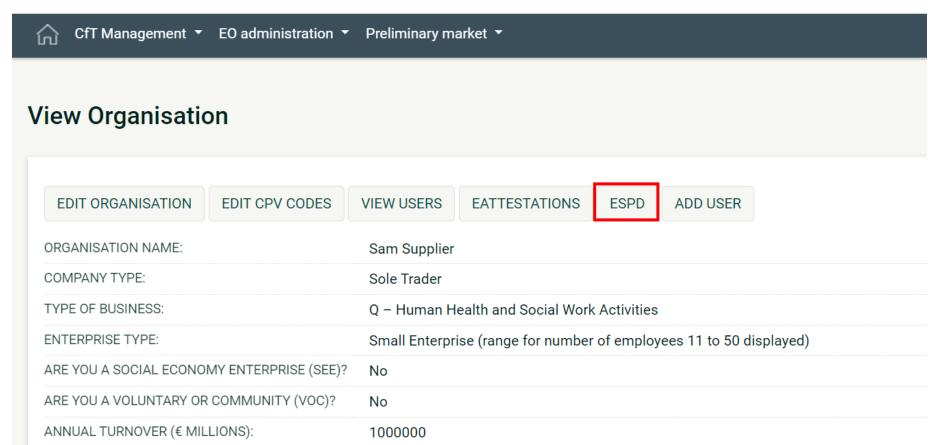
Importing an ESPD form into eTenders

- If you already have a pre-created ESPD response from another service, it can be uploaded to the eTenders site, provided it is a .XML document.
- Using your supplier credentials, log in to eTenders. Click on 'EO administration', and then select 'EO management'.

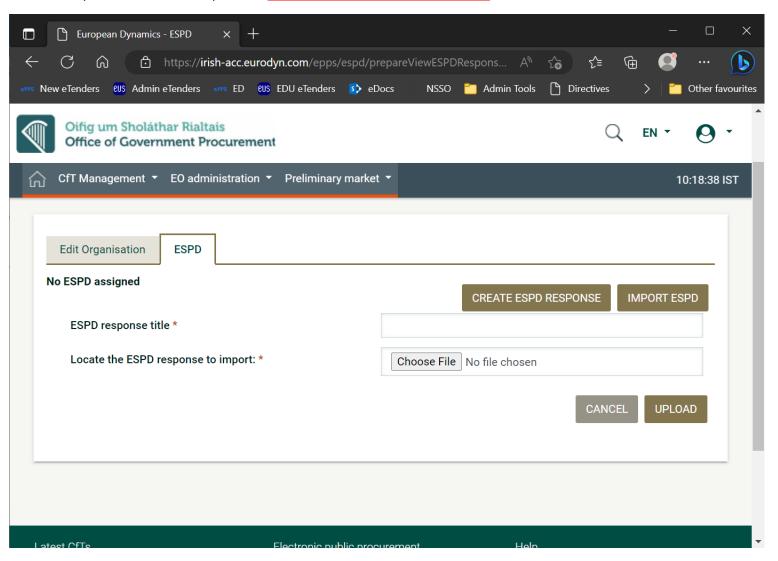


• Within 'EO management', there are six tabs under the 'View Organisation' title. Click on the fifth tab – 'ESPD'.

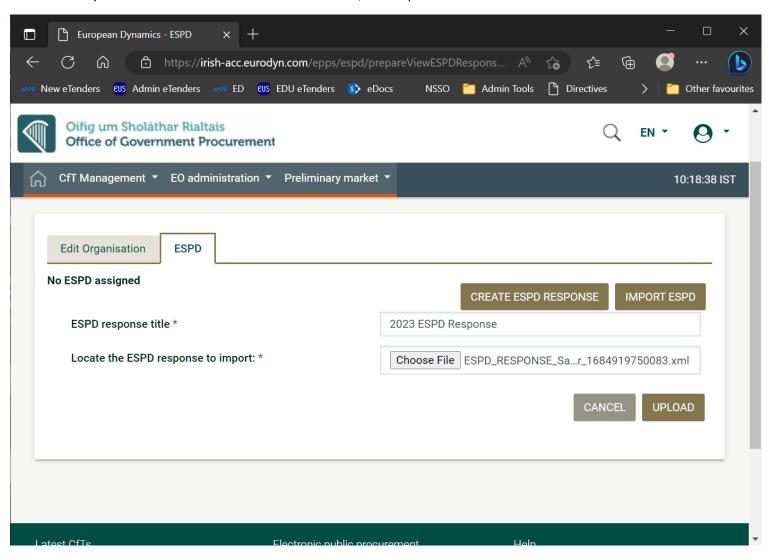




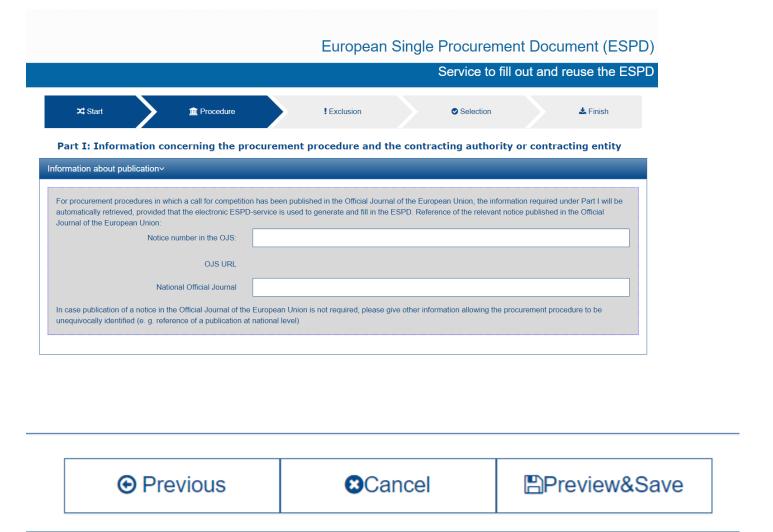
• Click on the 'Import ESPD' button. The page will prompt you to enter an ESPD response title, and there is a browse button to locate the file on your computer which is to be uploaded. The file format must be an .XML file.



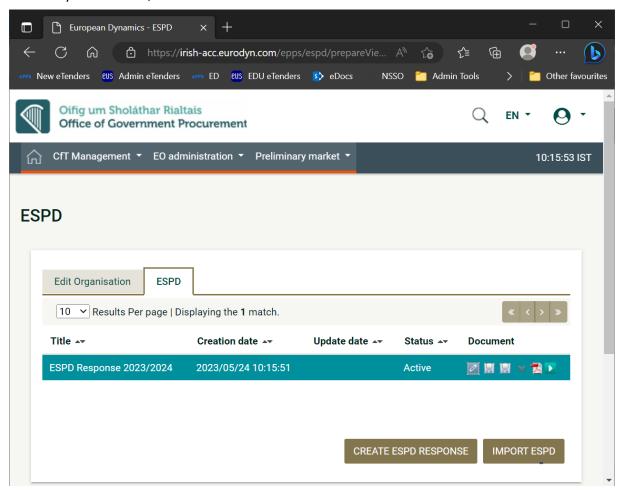
• Once you have entered a title and selected the file, click 'Upload'.



• You will be directed to the ESPD form. The information in the .XML file you have uploaded will be pre-filled in this form. Read through it to ensure its accuracy, editing where necessary and at the bottom of each page, click 'Next'. On the last page, click 'Preview and Save'.

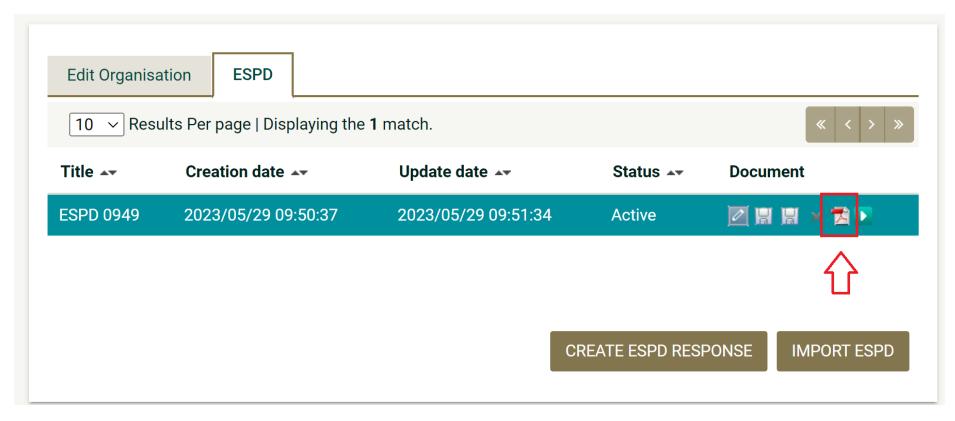


• Your finished ESPD response will now list on the eTenders platform with the ESPD title, creation date & status. There are also options represented by icons to edit, delete and download. Hover over each icon to see its function.

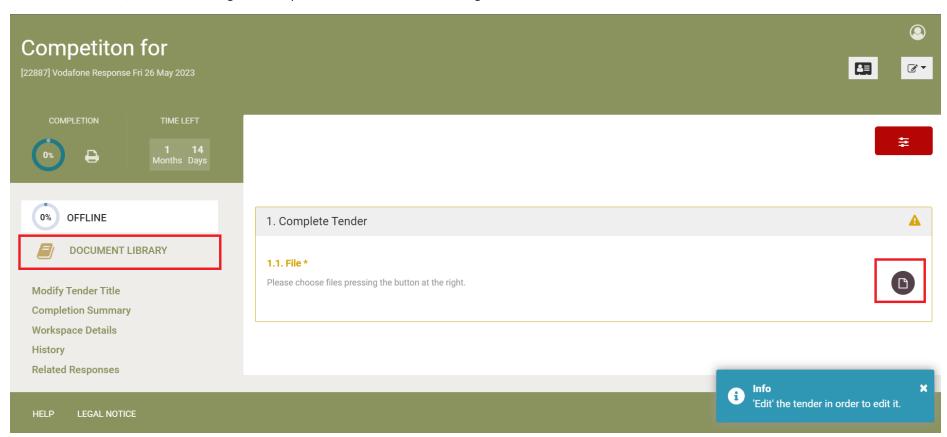


Attach your ESPD Document to a Tender Response

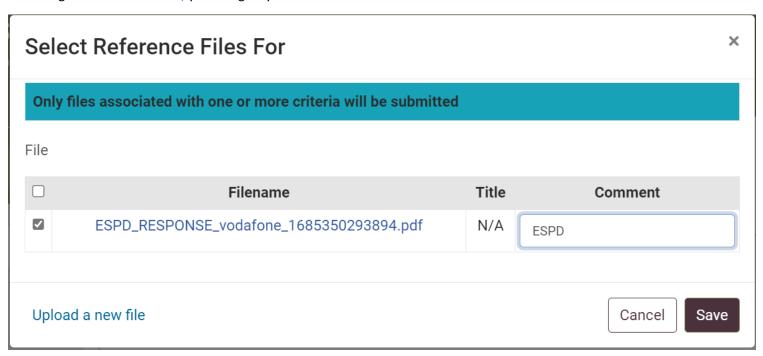
• Once your ESPD response has been created/uploaded (picking one of the two ways above), you can download it in a human-readable format using the .PDF icon.



• This .PDF ESPD response can be uploaded as part of your suite of tender response documents by clicking on the 'document library' button in the left-hand menu, and then clicking on the 'upload document' icon on the right hand side.



• Using the 'comment' box, you can give your ESPD .PDF document a relevant name.



• Once the tender response deadline has been reached, the contracting authority can download your suite of documents, including your ESPD response as a ZIP.

