

# 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<sup>[\*]</sup>.

[\*] 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.

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## 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.

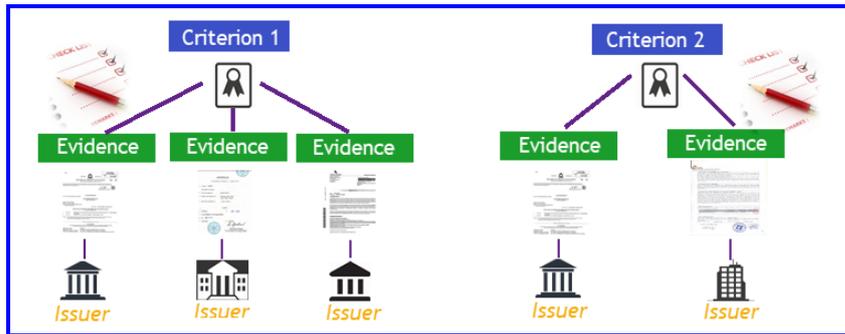
For example:

- 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.

The screenshot shows the eCertis website interface. At the top, there is a navigation bar with the European Commission logo and the text 'eCertis'. Below this is a secondary navigation bar with menu items: OVERVIEW, FEEDBACK, E-CERTIS QUICK GUIDE, and ABOUT ECERTIS (highlighted in yellow). A green arrow points from the 'ABOUT ECERTIS' menu item to the 'About eCertis' page content. The page content includes a welcome message, a disclaimer, a description of eCertis, and two tables providing support and additional information.

**About eCertis**

eCertis is the information system that helps you identify different certificates requested in procurement procedures across the EU. If you are a European company wishing to participate in a public procurement procedure, or if you are a public buyer that has to evaluate bids received from various Member States, eCertis can help you understand what evidence is requested or provided by the other party. Just enter the description of the document used for proving the fulfilment of the exclusion or selection criteria in a given procedure. The search function is supported in any of the EU languages.

Please note that eCertis is a reference tool and not a service of legal advice. It does not guarantee that the information resulting from a query will be recognised as valid by a contracting authority. It is just an information tool which helps you identify and recognise the certificates and attestations that are most commonly requested in the context of procurement procedures of different Member States. The IT system was developed by the European Commission however the information contained in the database is provided by the national authorities and updated on a regular basis. The system is under a continuous maintenance process and our intention is to provide a simple but clear tool for both buyers and sellers. We do welcome any comments or suggestions to improve it. Please, use the mail indicated in the support area.

**Support for eCertis**

Users manual		<a href="https://ec.europa.eu/tools/ecertis/assets/eCertisQuickGuide-Public.pdf">https://ec.europa.eu/tools/ecertis/assets/eCertisQuickGuide-Public.pdf</a>
eMail	In case of any doubt or suggestions, you can contact our support team by eMail	<a href="mailto:GROW-E-CERTIS@ec.europa.eu">GROW-E-CERTIS@ec.europa.eu</a>
REST Web service	Technical specifications for those services providers that are willing interested to interconnect with eCertis via our REST Web service are available at	<a href="https://ec.europa.eu/tools/ecertis/assets/ECERTIS_REST_API.pdf">https://ec.europa.eu/tools/ecertis/assets/ECERTIS_REST_API.pdf</a>

**Additional information on eProcurement**

eProcurement	You can find additional information on eProcurement on our DG GROW webpage	<a href="http://ec.europa.eu/growth/single-market/public-procurement/e-procurement/">http://ec.europa.eu/growth/single-market/public-procurement/e-procurement/</a>
ESPD	For more information about eCertis and how it is related to the European Single Procurement Document (ESPD)	<a href="http://ec.europa.eu/growth/single-market/public-procurement/e-procurement/espd/index_en.htm">http://ec.europa.eu/growth/single-market/public-procurement/e-procurement/espd/index_en.htm</a>
eCertis scoreboard	Indicators on eCertis are published in a scoreboard	<a href="http://ec.europa.eu/internal_market/scoreboard/performance_by_governance_tool/e-certis/index_en.htm">http://ec.europa.eu/internal_market/scoreboard/performance_by_governance_tool/e-certis/index_en.htm</a>

**Related systems**

There some related systems, developed by the European Commission, that can be useful in finding information of certain categories of evidence.

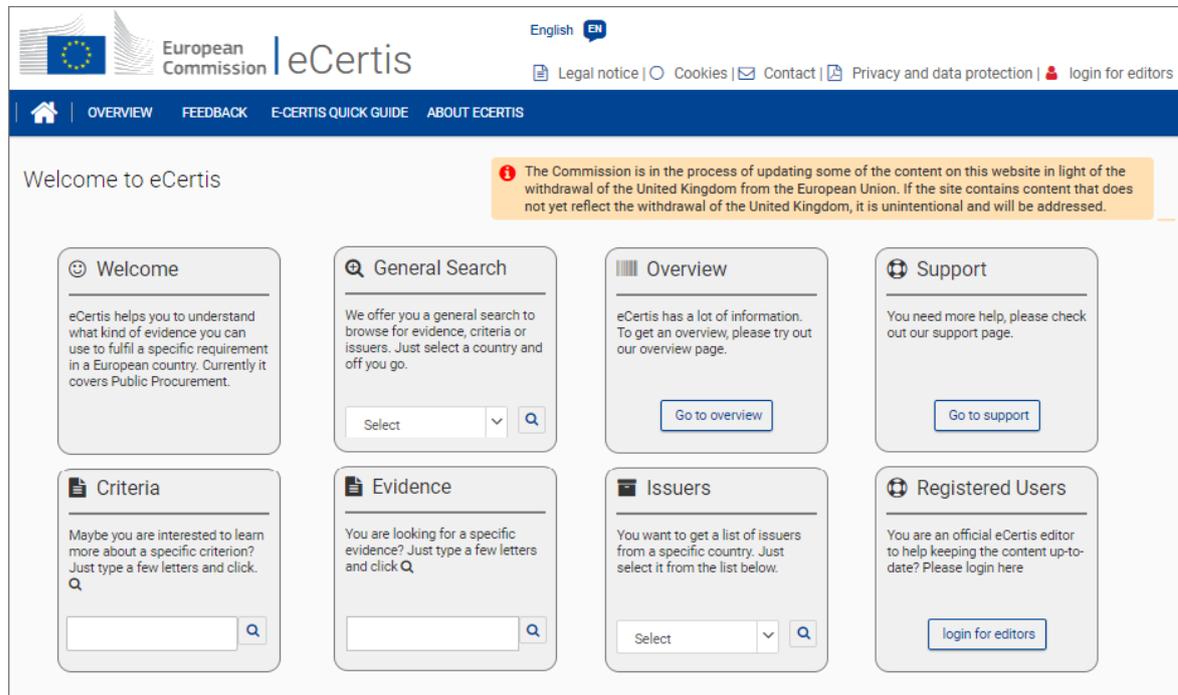
Insolvency registers	The registers record, analyse and store insolvency information and make it available to the public, albeit in different forms, depending on the country.	<a href="https://e-justice.europa.eu/content_insolvency_registers-110-en.do">https://e-justice.europa.eu/content_insolvency_registers-110-en.do</a>
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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:

The screenshot displays the eCertis website interface. At the top, there is a navigation bar with the European Commission logo, the eCertis title, and a language selector set to English (EN). Links for 'Legal notice', 'Cookies', 'Contact', 'Privacy and data protection', and 'login for editors' are visible. A secondary navigation bar contains 'OVERVIEW', 'FEEDBACK' (highlighted in yellow), 'E-CERTIS QUICK GUIDE', and 'ABOUT ECERTIS'. Below this, a 'Welcome to eCertis' message is shown alongside a notification banner regarding content updates. The main content area is titled 'eCertis Feedback' and includes a welcome message from the team. The form asks for the user's profile (Public buyer/authority, Supplier to public sector, Supplier to private sector, or Other), a rating of the database's usefulness (Not useful to Very useful), and the type of information sought (Certification requirements in my country, another country, or Other). It also provides contact information for the support team (GROW-E-CERTIS@ec.europa.eu) and a CAPTCHA challenge with a 'Submit' button.

### III. Searching the eCertis Database

From the start page of eCertis you can look for any 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.

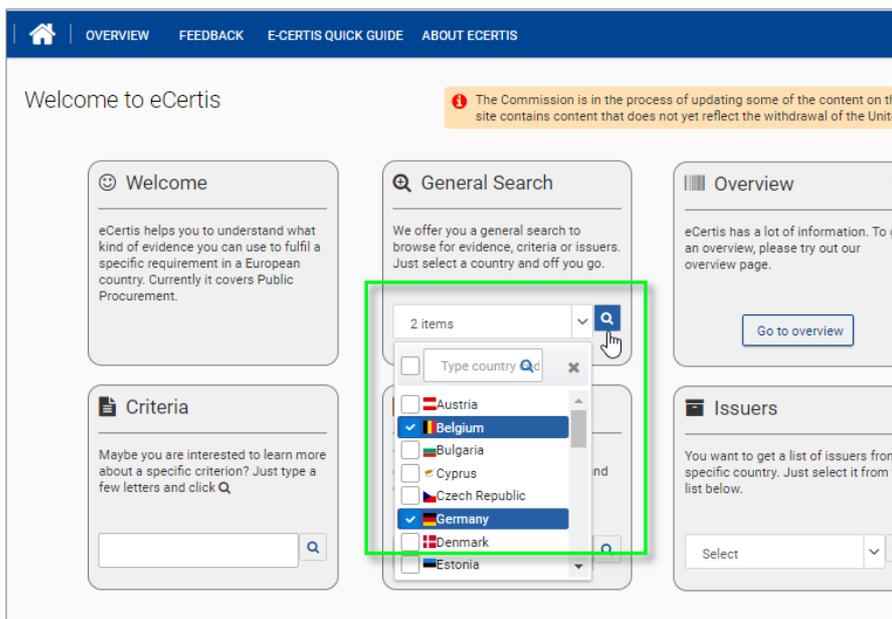


#### GENERAL SEARCH

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.

- 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):

The screenshot shows the search interface with the following elements highlighted by numbered callouts:

- 1: Filter checkboxes for Criteria, Issuers, and Evidence.
- 2: Country selection dropdown menu.
- 3: Last update date input field.
- 4: Evidence type selection dropdown menu.
- 5: Evidence Fee selection dropdown menu.
- 6: Evidence Samples selection dropdown menu.
- 7: Search input field.

Below the filters is a table with columns: Country, Type, Name, Last update, and Actions. The table contains five rows of search results, each with a search icon in the Actions column.

## 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

- 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 .

The screenshot shows a search box titled 'Criteria' with the text: 'Maybe you are interested to learn more about a specific criterion? Just type a few letters and click Q.' The search input contains 'payme' and a dropdown menu is open, showing 'Payment of social security contributions' and 'Payment of taxes' (which is highlighted by a mouse cursor).

**Result:** A list of matching Criteria appears:

The screenshot shows the search results page with the following elements:

- Header: 'Welcome to eCertis' and a notice about content updates.
- Filters: Criteria (checked), Issuers, Evidence.
- Country: 'Choose an option' dropdown.
- Last update: Input field.
- Evidence type: 'Choose an option' dropdown.
- Evidence Fee: 'Choose an option' dropdown.
- Evidence Samples: 'Choose an option' dropdown.
- Search input: 'payment of taxes'.
- Buttons: 'Export to Excel' and 'Compare'.
- Table with columns: Country, Type, Name, Last update, and Actions.

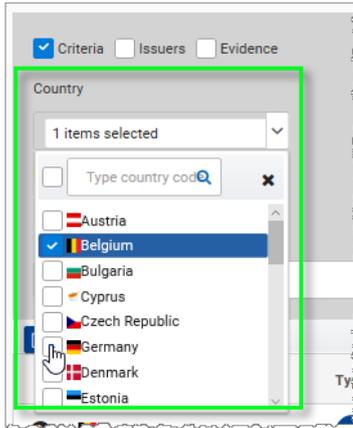
Country	Type	Name	Last update	Actions
Belgium	Criterion	Payment of taxes	28/08/2018	
Spain	Criterion	Payment of taxes	06/10/2020	
Austria	Criterion	Payment of taxes	15/04/2020	
Italy	Criterion	Payment of taxes	07/04/2020	

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

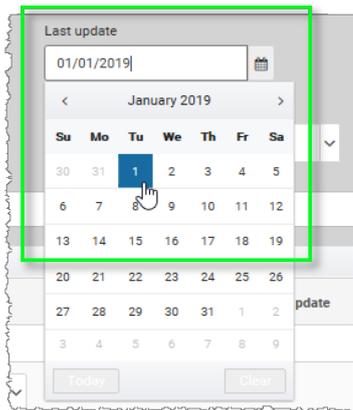
Please note that the other filters (i.e. 'Evidence type', 'Evidence Fee and 'Evidence Samples') are not relevant when search for Criteria i.e. they apply to Evidence only.

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:



- Click Search.

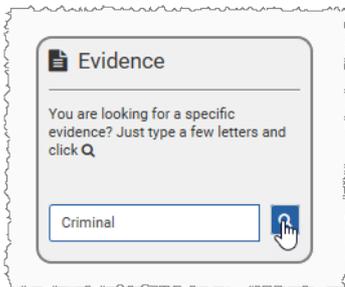
*Result:* The list of Criteria matching your search is displayed.

## 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:

Welcome to eCertis

**!** The Commission is in the process of updating some of the content on this website in light of the withdrawal of the United Kingdom from the European Union. If the site contains content that does not yet reflect the withdrawal of the United Kingdom, it is unintentional and will be addressed.

Criteria  Issuers  Evidence

Country: Choose an option | Last update: [ ]

Evidence type: Choose an option | Evidence Fee: Choose an option | Evidence Samples: Choose an option

Criminal [Search]

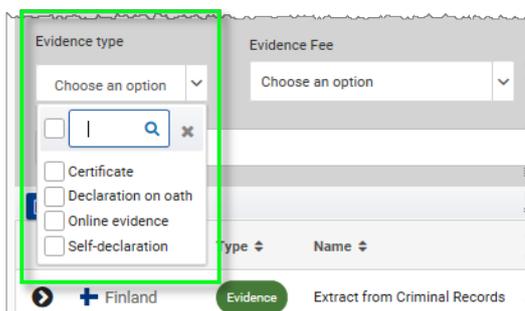
Export to Excel [Compare]

Country	Type	Name	Last update		Actions
Finland	Evidence	Extract from Criminal Records	30/07/2020	<input type="checkbox"/>	
Portugal	Evidence	Document attesting the absence of crimes related to participation in a criminal organisation	24/02/2020	<input type="checkbox"/>	
Estonia	Evidence	Certified extract from the Criminal Records Database	22/11/2019	<input type="checkbox"/>	
Greece	Evidence	Extract of criminal record	05/04/2019	<input type="checkbox"/>	

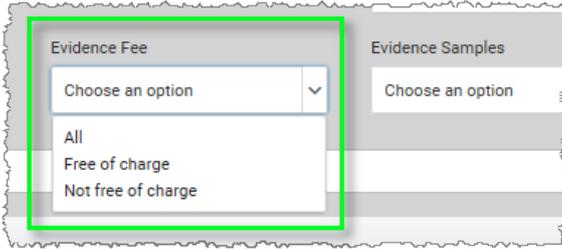
3. From here, you can further narrow your search to only Evidence in one or several specific country/-ies and/or Evidence of certain type(s), Evidence with or without fees or with or without attached samples and/or Evidence with a specific last update date. Proceed as follows:

- 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.

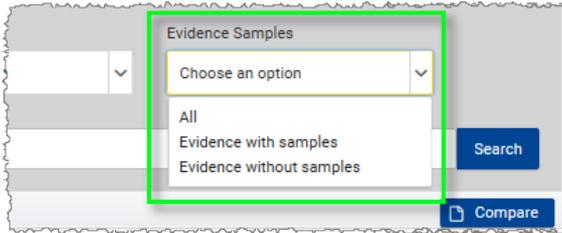
**Result:** The number of selected types automatically shows in the related selection box:



- 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.

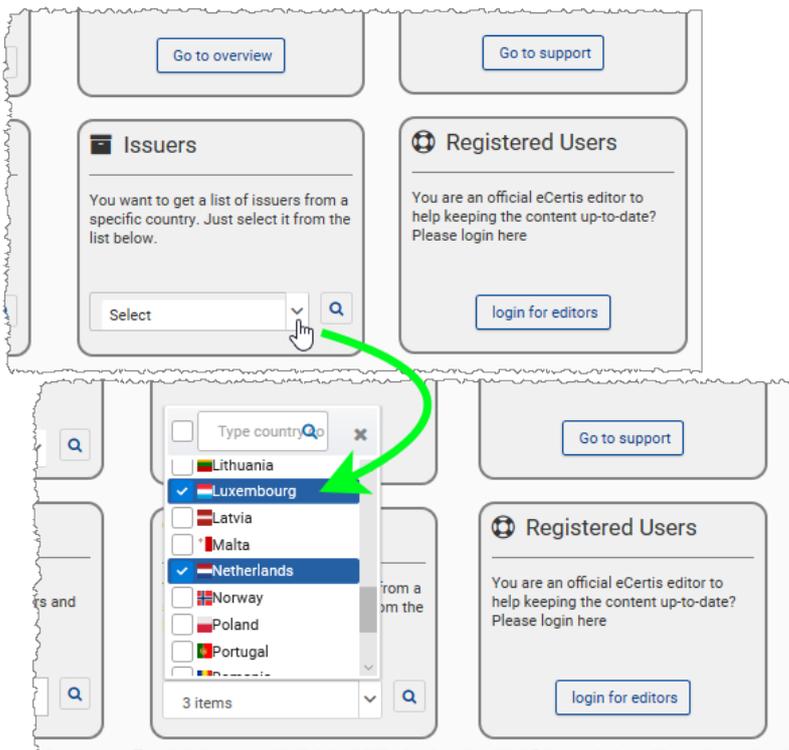
*Result:* The list of Evidence matching your search is displayed.

### 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:

Welcome to eCertis

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Criteria  Issuers  Evidence

Country: 3 items selected

Last update: [calendar icon]

Evidence type: Choose an option

Evidence Fee: Choose an option

Evidence Samples: Choose an option

[Search]

[Export to Excel] [Compare]

Country	Type	Name	Last update		Actions
Belgium	Issuer	Banks	29/04/2020	<input type="checkbox"/>	
Belgium	Issuer	Insurance companies	29/04/2020	<input type="checkbox"/>	
Belgium	Issuer	Independent bodies attesting the compliance with quality insurance standards	29/04/2020	<input type="checkbox"/>	
Belgium	Issuer	Educational institutions	21/02/2020	<input type="checkbox"/>	

- 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.

- Click **Search**.

*Result:* The list of Issuers matching your search is displayed.

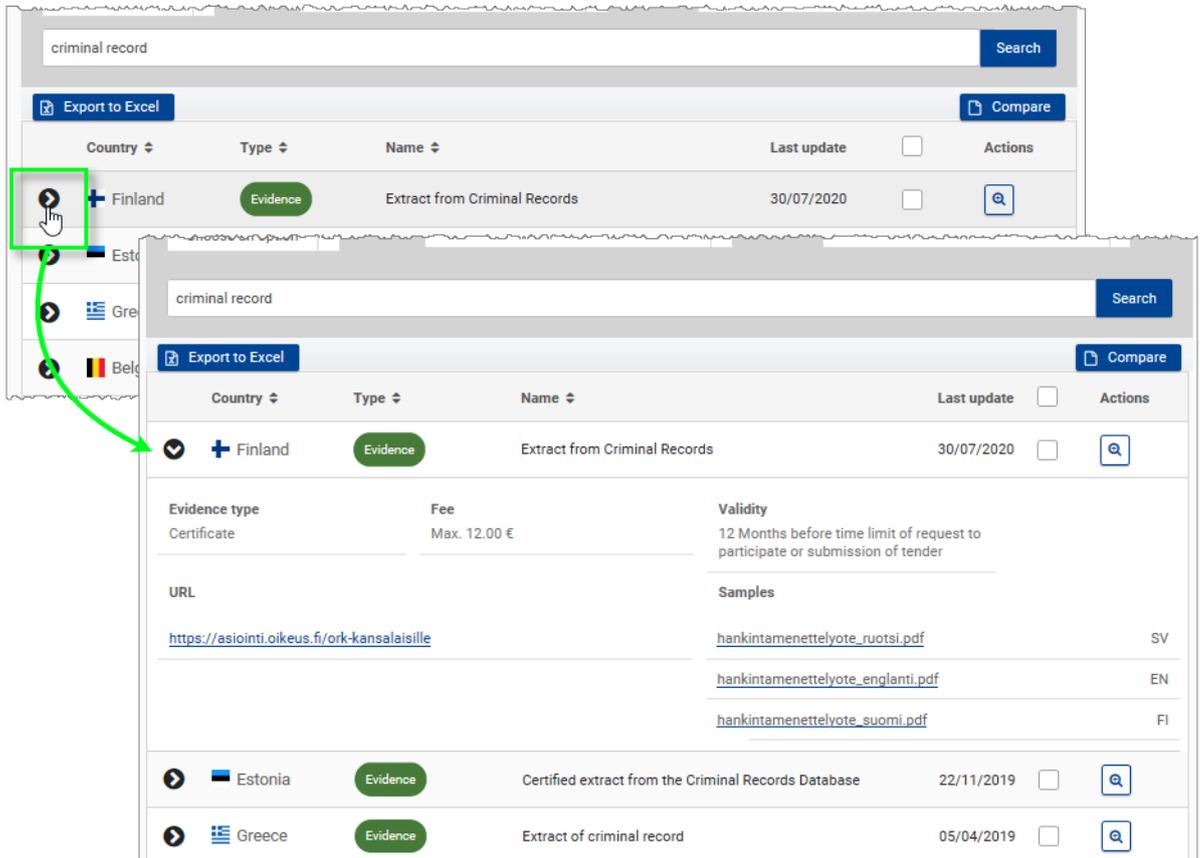
## IV. Consulting Criteria/Issuers/Evidence

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:



The screenshot shows a search interface with a search bar containing 'criminal record' and a 'Search' button. Below the search bar are 'Export to Excel' and 'Compare' buttons. A table lists search results with columns: Country, Type, Name, Last update, and Actions. The first row is for Finland, with Type 'Evidence' and Name 'Extract from Criminal Records'. A green box highlights the arrow icon in the Actions column. A green arrow points from this icon to a detailed view of the Finland entry. The detailed view shows the following information:

Evidence type	Fee	Validity
Certificate	Max. 12.00 €	12 Months before time limit of request to participate or submission of tender
URL	Samples	
<a href="https://asiointi.oikeus.fi/ork-kansalaisille">https://asiointi.oikeus.fi/ork-kansalaisille</a>	<a href="#">hankintamenettelyote_ruotsi.pdf</a>	SV
	<a href="#">hankintamenettelyote_englanti.pdf</a>	EN
	<a href="#">hankintamenettelyote_suomi.pdf</a>	FI

Below the detailed view, other search results are visible for Estonia and Greece.

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:

The screenshot shows a search interface with a search bar containing 'criminal record' and a 'Search' button. Below the search bar are buttons for 'Export to Excel' and 'Compare'. A table lists search results with columns for Country, Type, Name, Last update, and Actions. The first row is for Finland, with Type 'Evidence' and Name 'Extract from Criminal Records'. A green box highlights the magnifying glass icon in the Actions column, with a green arrow pointing to the detailed view below.

The detailed view is titled 'Evidence' and 'Extract from Criminal Records'. It shows the following details:

- Country: 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 €
- Last update: 30/07/2020

Below the evidence details are sections for 'Samples' and 'Issuers'.

**Samples**

Last update	Sample Name	Code
	hankintamenettelyote_ruotsi.pdf	SV
	hankintamenettelyote_englanti.pdf	EN
	hankintamenettelyote_suomi.pdf	FI

**Issuers**

Legal Register Centre	[Magnifying Glass]
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**Linked criteria**

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

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

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

## 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:

The screenshot shows a search results table for 'tax obligations'. The table has columns for Country, Type, Name, Last update, and Actions. Three items are listed: Portugal (Document attesting compliance with tax obligations, 19/02/2020), Spain (Certificate of Tax Obligations Compliance, 07/02/2019), and Portugal (Declaration attesting compliance with tax obligations, 25/06/2018). A blue 'Compare 2' button is visible at the top right of the table, indicating that two items have been selected for comparison. A green box highlights the 'Compare 2' button and the checkmarks in the 'Actions' column for the first two items.

*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:

The screenshot shows a 'Compare' view with two columns labeled 1 and 2. Column 1 is for Portugal and column 2 is for Spain. The comparison includes the following details:

	1	2
Country	Portugal	Spain
Name	Document attesting compliance with tax obligations	Certificate of Tax Obligations Compliance.
Type	Evidence	Evidence
Description		The certificate is electronically signed and its authenticity is guaranteed by a verification code printed on its bottom.
Website	<a href="https://www.portaldasfinancas.gov.pt/pt/CD/IVA/menu.action?pai=0">https://www.portaldasfinancas.gov.pt/pt/CD/IVA/menu.action?pai=0</a>	
Evidence type	Certificate	Certificate
Fee	Free of charge	Free of charge
Validity	3 months	6 months before time limit of request to participate or submission of tender
Addressee	For all entities	For all entities
Issuers	[id=321 name=Tributary and Customs Authority],	[id=15140 name=The Tax Agency],
Samples		CERTIFICADO AEAT 2.pdf ES CERTIFICADO AEAT 1.pdf ES
Last update	19-02-2020	07-02-2019

A 'Back to search results' button is located at the bottom left of the comparison view.

## 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:

Welcome to eCertis

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Criteria  Issuers  Evidence

Country: 32 items selected | Last update: [calendar icon]

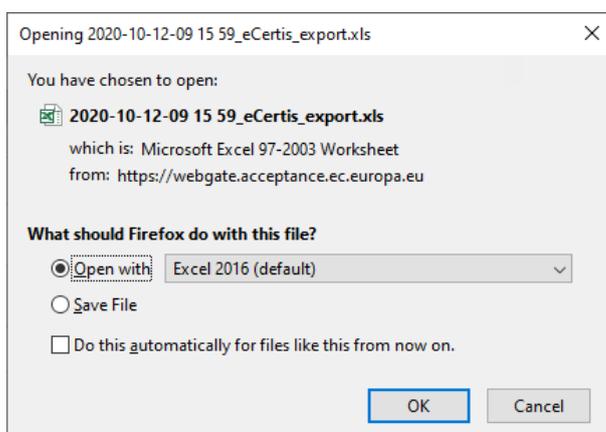
Evidence type: Choose an option | Evidence Fee: Choose an option | Evidence Samples: Choose an option

finance [Search]

**Export to Excel** [Compare 4]

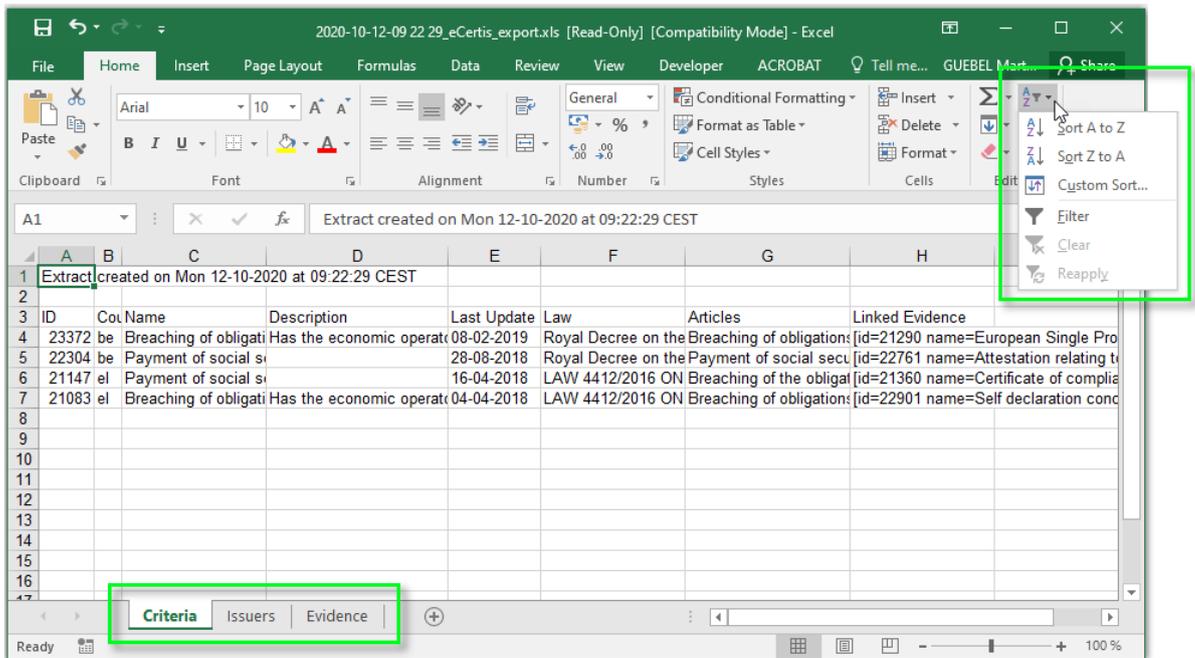
Country	Type	Name	Last update		Actions
Austria	Issuer	Federal Minister of Finance	15/04/2020	<input type="checkbox"/>	
Belgium	Issuer	Federal Public Service of Finance	18/02/2016	<input type="checkbox"/>	
France	Issuer	General Directorate of Public Finance	04/08/2017	<input type="checkbox"/>	
Croatia	Issuer	Ministry of Finance - Tax Administration	29/01/2016	<input type="checkbox"/>	

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 per that have been published by each Member State respectively:

The screenshot shows the eCertis Overview page with the following table:

	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 issues regarding functioning of eCertis, please contact **Business Unit G4 – Innovative and e-procurement** of DG Growth (Internal Market, Industry, Entrepreneurship and SMEs of the European Commission) at:

[GROW-ECERTIS@ec.europa.eu](mailto:GROW-ECERTIS@ec.europa.eu)