European Commission

PIC-Management

Quick Guide for

Economic Operators (eProcurement)

Last document update: 08/03/2018

Contents

What is a PIC?

PIC stands for *Participant Identification Code.*

This code serves as a unique identifier of an organisation in the Commission's organisation register (Participant Register).

What is the Participant Register?

The Participant Register is an online register of organisations participating in EU calls for tenders or proposals. It has been set up by the European Commission in implementation of the "once only" principle: data related to a participant's organisation needs to be submitted only once.

What are the benefits of registering an organisation in the Participant Register?

After validation by the EU Validation Services the data and documents provided by the organisation in the Participant Register can be reused in future EU calls for tenders and calls for proposals.

If needed, the data and documents can be updated by the organisation directly in the Participant Register.

Why do I need a PIC?

A PIC is mandatory to identify tenderers submitting a sole or a joint tender through e-Submission: the Commission application for electronic submission and receipt of tenders.

The PIC reference will be used in exchanges with the European Commission services in the context of EU calls for tenders or proposals.

How do I get a PIC?

You will obtain a PIC (9-digit code) after you register your organisation in the Participant Register.

Registration is open to everyone and free of charge. It takes less than 10 minutes to complete the registration.

To create a PIC follow the Create a PIC below.

For additional information you can consult: the ePrior wiki

What do I need to get a PIC?

To register in the Participant Register and obtain a PIC you need first an EU Login.

EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services, using a single email address and password.

If you do not have an EU Login yet, you can create an account.

For more information see the EU login help.

How do I get technical help?

If you need help, you can contact our Support team, from 08:00 until 18:00 CET.

✉ DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu

✆ +32 (0) 229 71063

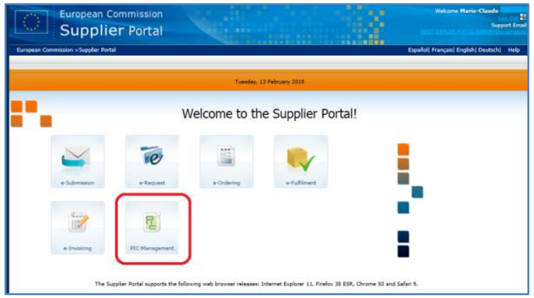
Step-by-step guide

How to create a PIC /

Register your organisation

Create a PIC

Go the [Supplier Portal]() and open the **PIC-Management** application.
You can also go directly to the PIC management application by using this [link]().



Before creating a new PIC, check if your organisation is not already registered in the Participant Register.

1. Click the SEARCH button and proceed with the search.
2. If you do not find the organisation you are looking for, click the REGISTER ORGANISATION button to start the PIC creation.

This opens the Registration Wizard that will guide you through the process of registration.

If you stop before completing the registration process, the data entered will not be lost. When accessing again the registration page, you will be invited to either resume the draft registration or start a new registration, overwriting any draft registration data.

Registration Wizard

A 'metro line' will appear at the top of the page highlighting the registration step that you are currently working on.

1. Welcome page

This page presents you the registration process and indicates the information you need to provide.

Click Next to continue

2. Identification page

Here you must insert three basic identifiers for your organisation: Legal name, Establishment/Registration (location) code and VAT number.

- Fields marked with a red asterisk are compulsory.
- The ℹ icon always displays information about the field you are about to fill in.

Click Next to continue.

The system will check if organisations with these identifiers already exist in the Participant Register and, if they do, will ask you to verify if your organisation is not already registered. If this is not the case, confirm and click on 'Next' to continue.

3. Organisation data page

On this page you are requested to fill in the following organisation data:

- Legal name and status
- Registration data
- Legal address

Click Next to continue.

4. Contact Information page

Provide here the contact details of the person to be notified about actions to take in relation to the registration of your organisation.

Contact person: By default the system proposes as Contact person the person registering the organisation and retrieves his/her name and email address from the corresponding EU Login.

If you want to indicate another contact person, select '**No**' and provide the necessary information. If the indicated contact person does not have an EU Login, she/he will receive an invitation to create one.

Address & Phones: If you choose to use the address and phone details already provided for the organisation in the previous steps, the system will retrieve the existing data.

When all mandatory fields are filled, click on Next.

5. Summary page

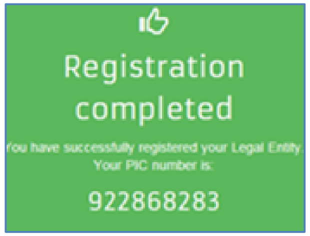
This screen summarizes all data provided.

The Edit buttons enable you to make changes if needed.

Click Submit in order to finalize the registration and get your PIC.

6. Success page

This page confirms the registration of your organisation and displays the PIC (Participant Identification Code) generated by the system.



The system sends an e-mail notification to the e-mail address linked to the EU Login of the person who created the PIC and to the contact person indicated (if different from the person who created the PIC).

You can now use the PIC in order to prepare and submit a tender!

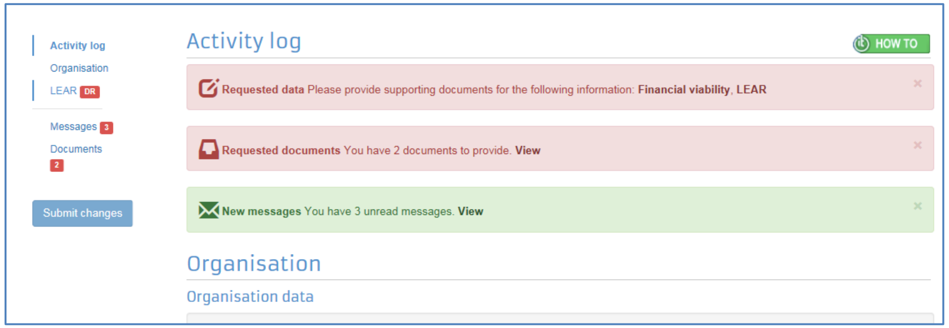
How to manage the PIC data

1. *How to manage your PIC data in the Participant Register.*

You can use the PIC Management tool to view or modify your organisations' data and roles in the Participant Register.

When clicking on *View/Modify Organisation* you will see the following menu on the left:

1. **Activity Log**: shows pending tasks (e.g. data/documents to be provided).



2. **Organisation:** shows your organisation data in the Participant Register.

   Before the organisation is validated by the EU Validation Services, data can be updated by the self-registrant (the person who has created the PIC and the contact person if relevant access has been granted). After validation only the LEAR (see further under point 3) or an Account Administrator appointed by the LEAR will be able to modify the organisation data and provide supporting documents.

   See below § 2. How to update your organisation data.

3. **LEAR:** shows data about the Legal Entity Appointment Representative (LEAR): a trusted administrative contact of the organisation for the Commission, providing reliable information at the level of the organisation. For more information on the LEAR's rights and responsibilities and the detailed procedure for LEAR appointment click here.

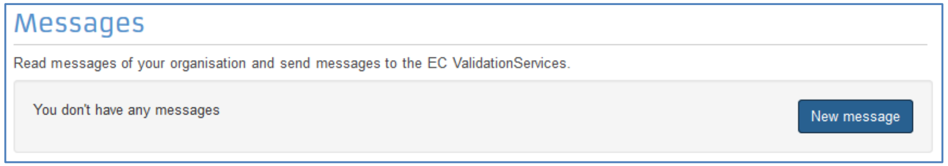
   After the PIC validation process has started, you can:
   - Add or update LEAR personal data.
   - Upload documents supporting the LEAR appointment.

   See below § 4. How to complete the LEAR section..

4. **Messages.** This is your communication interface in the Participant Register - here you can view your exchanges with the EU Validation Services.

   You can also send a new message via the New message button.

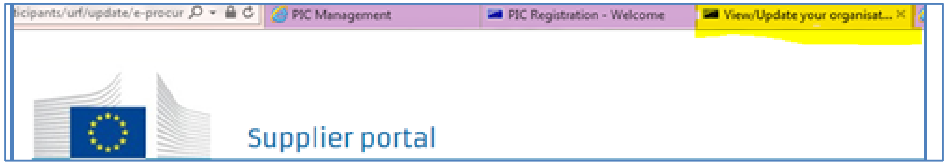
<u>This is the only valid communication channel to be used when creating, registering or updating your organisation data in the Participant Register</u>.



5. **Documents.** This section allows you to upload the documents requested by the EU Validation Services. These documents will be stored within the Participant Register and can be reused in future EU calls for tenders and proposals. Maximum size allowed per document is 6 MB.
   See below § 3. How to upload documents.

2. *How to update your organisation data.*

1. Click the MO (Modify Organisation) button next to the PIC you want to update. This will bring you to the **View/Update your organisation** page.



When modifying data, the section modified is marked with a TS sign in the menu on the left and with a To Submit sign displayed above the data of that section.

2. Update the data and click the Submit changes button on the left and confirm you want to submit the changes.
3. Click the New update request if you still need to update your data further.

3. *How to upload documents.*

1. In the *Documents* section, click on Add document.
2. Click on Browse... to select the requested document.
3. Select the type of file from the drop-down list.
4. Enter a description of the document for the EC Validation Services to understand why you are submitting the document.
5. Click on Upload. Then you will see a list of uploaded documents.

4. *How to complete the LEAR section.*

The LEAR section can be updated only when a PIC is under validation or already validated by the EU Validation Services.

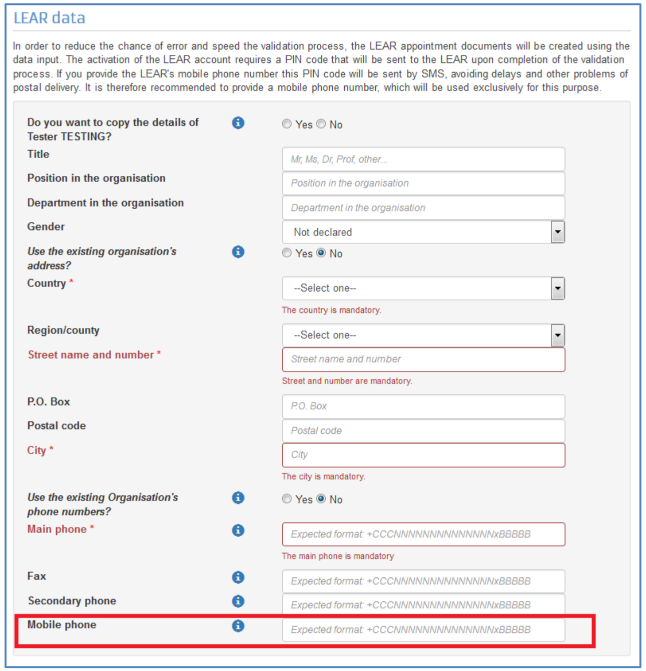
LEAR EU login

When in the **LEAR** section, you now see the following icons displayed: DR and Data Required.

1. Click the Add LEAR button.
2. Fill in the fields of the **LEAR EU LOGIN account** section.
3. Once filled in, a Next button is displayed. Click on it.
   a. If no EU Login account is found for the provided email address, a new window pops up. To invite this person to create an EU Login account, click the '**Continue'** button. **You will be able to resume the LEAR appointment process once the EU Login account has been created**.
   b. If an EU Login account is found, you can now complete the other fields of the screen.

LEAR data

4. Select **'Yes'** if the LEAR is the contact person indicated in the first step or select 'No' to insert other data.
5. Select **'Yes'** if you want to use the organisation address you previously encoded or select 'No' to insert other data.
6. Select **'Yes'** if you want to use the organisation phone number you previously encoded or select 'No'.
   To avoid delays with the activation of the LEAR account it is recommended to provide the LEAR's mobile phone number – the activation PIN code can be then sent by SMS (otherwise it is sent by post).


LEAR data

In order to reduce the chance of error and speed the validation process, the LEAR appointment documents will be created using the data input. The activation of the LEAR account requires a PIN code that will be sent to the LEAR upon completion of the validation process. If you provide the LEAR's mobile phone number this PIN code will be sent by SMS, avoiding delays and other problems of postal delivery. It is therefore recommended to provide a mobile phone number, which will be used exclusively for this purpose.

Do you want to copy the details of Tester TESTING?	Yes / No
Title	Mr, Ms, Dr, Prof, other...
Position in the organisation	Position in the organisation
Department in the organisation	Department in the organisation
Gender	Not declared
Use the existing organisation's address?	Yes / No
Country *	--Select one-- (The country is mandatory.)
Region/county	--Select one--
Street name and number *	Street name and number (Street and number are mandatory.)
P.O. Box	P.O. Box
Postal code	Postal code
City *	City (The city is mandatory.)
Use the existing Organisation's phone numbers?	Yes / No
Main phone *	Expected format: +CCCNNNNNNNNNNNNNNNxBBBBB (The main phone is mandatory)
Fax	Expected format: +CCCNNNNNNNNNNNNNNNxBBBBB
Secondary phone	Expected format: +CCCNNNNNNNNNNNNNNNxBBBBB
Mobile phone	Expected format: +CCCNNNNNNNNNNNNNNNxBBBBB

Legal Representative

7. Select '**Yes**' at the top of the section if the legal representative of the organisation will be the LEAR or Select '**No**' and fill in the data.
8. Click Save and continue to move to the LEAR documents screen where you will be able to generate and print the LEAR documents.

The 'LEAR Provide document' window

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents	PDF	Official "LEAR appointment letter" to be signed by Legal Representative and "Roles and Duties of LEARs" to be signed by both Legal Representative and LEAR.	appointmentLetter.pdf -- 02/03/2018 16:03:23	
LEAR identity document	-	Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR		
Declaration of consent to the terms of use of the PP EES	PDF	Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the legal representative.		
Legal Representative authorisation	-	Document(s) proving that the legal representative(s) appointing the LEAR is/are empowered as such, which must clearly indicate the role/function within the		

9. You're now invited to provide a series of documents like: the copies of the ID's of the LEAR and of the legal representative empowered to nominate the LEAR.

   To do so, click on the icon , and select the document you want to upload.

   Based on the encoded data, some documents are generated by the system. Have them signed and stamped so that you can upload them again.

   Once you have uploaded the document with the Upload button, a yellow pencil and the upload date are displayed.

10. Then click the Send LEAR for validation button.