

# NEW EU E-FORMS FOR CONTRACTING AUTHORITIES – WHAT DOES THIS MEAN FOR YOU AS A TENDERER?

## **New EU eForms for contracting authorities – what does this mean for you as a tenderer?**

The EU has implemented new eForms that public contracting authorities must use for EU tenders.

On 22 January 2024, Amgros implemented the new EU eForms in our tendering system. It is important for you as a tenderer the first time you submit a new bid for a tender via the Supplier and Tender Portal (Leverandør- og Udbudsportalen).

3 new fields have been added to the offer component, which you must fill in on behalf of the company you are submitting a bid for:

- CVR (CVR number for Danish companies or VAT Number/Company Registration Number for non-Danish companies)
- Website (Web address for the company website)
- NUTS code (Standard code for geographical location of the company that submits the bid)

You will not be allowed to continue with your offer until you have entered information about the CVR, website and NUTS code.

Please note that you only need to fill in the information the first time you submit a new offer. We save the information in our tendering system, so the next time you submit a bid, the information will be pre-filled.

On the next pages, screen prints from the offer component show where you will find the new fields - and what you must pay attention to when filling in the new fields.

This mini guide should be seen as a supplement to the guide "User Guide to Submission of offers" and "Video i tilbudsgivning" (Video on tendering). If you are a new tenderer, you should always start by watching the video or reading the more comprehensive instructions that describe all steps in the bidding process.

## Brugervejledninger og video

[Advisering om publicering af udbud](#)

[Hvad betyder bogstavkoderne foran udbudsgruppen](#)

[Leverandør- og Udbudsportal - Brugervejledning](#)

[Tilbudsgivning - via Amgros' Leverandør- og Udbudsportal](#)

[User Guide to Submission of offers](#)

[Vejledning i brug af Mine firmasider](#)

[Video i tilbudsgivning \(Bemærk, at lyden skal være slået til på din pc\)](#)



When you are in the offer component and have entered your offer, you must fill in the three new fields under the "EU eForms" section before you can continue to submit your offer.

- CVR
- Website
- NUTS-kode

Udb.gruppe:  Ordregiver:

Bemærk et krav i relation til afgivelse af tilbud, herunder angivelse af pris for de tilbudte varer, er beskrevet i udbudsbetingelserne for den ovenfor nævnte udbudsgruppe.

Tilbud: (Alle) ▼

	Udbudsnr.	Region	ATC-kode	Generisk navn	Dispenseringsform	Styrke	Pakning	En.kode	Enhed	Mængde i enhed
<input type="radio"/>	1	National	N02AA01	Morphin	Depottabletter	5mg		DW	0,1 g	99
<input type="radio"/>	2	National	N02BE01	Paracetamol	Filmovertrukne tabletter	500mg	100 stk. beholder	DW	3 g	99
<input type="radio"/>	2	National	N02BE01	Paracetamol	Filmovertrukne tabletter	500mg	20 stk. blister	DW	3 g	99
<input type="radio"/>	3	National	M01AE01	Ibuprofen	Filmovertrukne tabletter	200mg		DW	1,2 g	99

Udbudsnr.	Tilbud	Varenr.	Forv. varenr.	Varenavn	Dispenseringsform	Styrke	Pakningsstørrelse	Enhed pr. pakning	Pris pr. enhed	Pris pr. pakning
<input type="radio"/>	1	Tilbud 1	563502	Contalgin	Depottabletter	5 mg	100 stk. (blister)	5,000	20,00	100,00

Leverandørkontrol

Tilbudsansvarlig

Vedhæftet fil

Fil	Navn	Fjern	Gem som

Eksportér

EU eForms

CVR

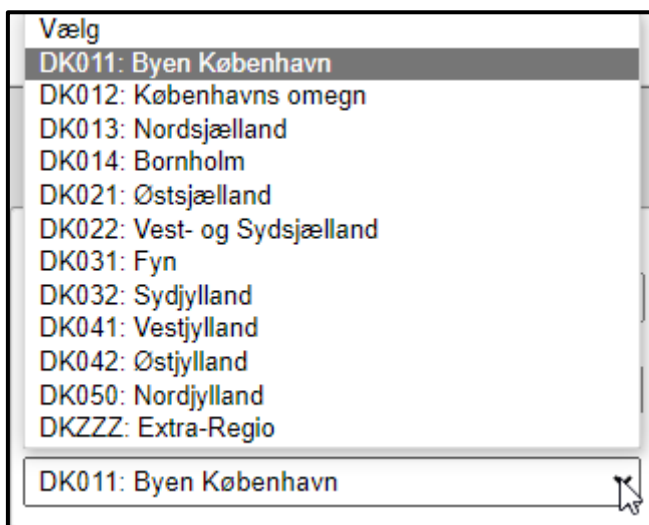
Website

NUTS-kode

CVR: In this field, you must enter the CVR number if you are a tenderer on behalf of a Danish company - or VAT Number/Company Registration Number if you are a tenderer on behalf of a non-Danish company.

Website: In this field, you must enter the web address of the company on behalf of which you are submitting an offer. Please note that via the drop-down list next to the web address you must choose whether the company uses http or https as a connection<sup>1</sup>

NUTS code: This is a standard code that shows the geographic location of a business. You must select the matching NUTS code for the company you are bidding on behalf of by clicking on the dropdown list.



When you have filled in the fields CVR, Website and NUTS code, you are ready to proceed with your offer. However, you must ensure that you have attached any necessary files if this is a requirement for the tender. It may also be that you have changes to distributors and contact persons (button "Distributors and contact persons"). You can read more about this in the guide "User Guide to Submission of offers."

Please note that you can only proceed with your offer when all three fields have been filled in, i.e., CVR, Website and NUTS code.

If you click on "Gå videre" (Proceed) and need to fill in one or more of the fields, a red star will appear next to the field(s) that you have not filled in. The same applies if the field is empty.

---

<sup>1</sup> http and https indicate whether the company uses an encrypted connection. If the company uses https next to its web address, it is an encrypted connection, and there will be a "padlock" next to it.

EU eForms

CVR

Website

https://

NUTS-kode

DK011: Byen København

If you have filled in all fields correctly, you can click on “Gå videre” (Proceed) to send your offer.

---