Bidder code procedure modification

Dear colleagues,

The first goal of Ariadna is to collaborate with the academic world on scientific topics showing a potential for the future of space missions. In order to achieve this goal more efficiently, we try to simplify the contract procedure as much as possible.

However, the Member States of the European Space Agency have made it mandatory for the Agency to register economic entities (whether commercial or non-profit organisation, natural or legal persons) wishing to do business with ESA in order for them to be included on the Agency’s list of Potential Tenderers.

On completion of the questionnaire in INDUSTRY OUTLOOK, registered economic entities will have to update the questionnaire on an annual basis. Failure to do so will result in EMITS access being blocked.

To participate in an Ariadna study, you have to be registered as an ESA Tenderer and a bidder code will be assigned to you. This bidder code is to be mentioned in your proposal. The on-line registration system is available on the EMITS interface (http://emits.esa.int)

- **IF YOUR ENTITY HAS NEVER DEALT WITH ESA BEFORE:**

You have to register as a new tenderer. This registration requires the mandatory submission of certain information, through an on-line facility tool allowing for registration of records as an ESA potential tenderer, called INDUSTRY OUTLOOK available on http://emits.esa.int.

As the registration is made at the level of the legal entity (ie the university), there will be only one questionnaire by university: your internal institute or centre within the university must therefore be declared in the “General Information→Establishment” field of the questionnaire. Only the institutes or centres having the status of enterprise (SA, SPRL…) must be registered separately from the university they depend on.

Please see the paragraph called “About Registering” below to know more about the Entity Information Administrator (EIA) who will be responsible for the validity of the data submitted to ESA.

Be aware that once your economic entity has been registered, the corresponding information must be updated annually through EMITS’s INDUSTRY OUTLOOK (the updating was made mandatory on the 15th March 2007 (see the News within EMITS; article dated 14 March 2007 on http://emits.esa.int).

- **IF YOUR ENTITY HAS ALREADY DEALT WITH ESA:**

The tenderers whose entity would already be registered are to update the on-line information in order to keep the corresponding ESABD codes valid. The first updating implies almost the filling out of the new questionnaire because of their new structure which differs from the earlier version. If some institutes do not have the status of enterprise but had been registered separately (ie not as an establishment of the university legal entity), ESA can transfer them under the new Bidder Code that will be created for the corresponding university. The old ESA bidder codes will remain valid for some time, and then eliminated on demand by ESA or by the EIA of the university.
If not yet updated the economic entity may see its Potential Bidder Code treated as obsolete/not valid, and its access to the EMITS system suppressed, within the coming weeks.

To secure your access to EMITS, we recommend that a representative of your entity urgently fills out properly the INDUSTRY OUTLOOK questionnaire and that she/he gets it validated by ESA as soon as possible. On completion of the INDUSTRY OUTLOOK questionnaire properly registered (i.e. submitted, validated and published), the access to the information within Emits will be granted to your economic entity.

For more details:
- A presentation defining the registration procedure is available on ESA Industry Portal http://www.esa.int/home-ind: please select “registering as ESA tenderer”, then select “registered entity” (if you have already an ESABD code) or “registering entity” (for new tenderers). There are presentations made available. Please read the one corresponding to your case carefully prior to starting registering.

- If some requested data doesn’t match your case, just mention “not applicable” in the corresponding fields.

- New complementary presentations are also available:

  Link to the presentation for registered large organizations (on ACT website: http://www.esa.int/gsp/ACT/index.htm)

  - ESA service desk is at your disposal for any technical problem you would be encountering e-mail (idhelp@esa.int) mentioning the subject "IOD". Further information can be obtained by phone (+39 06 941 80 700).

For any help, you can also call Mr Verdin in Paris ESAHQ (+33 1 5369 7119)
ABOUT REGISTERING:

If you want to get an idea about the data requested during the Bidder Code Procedure, you will find some print screens and brief comments hereafter.

• Open the URL: http://emits.esa.int in your browser.

EMITS will open in “guest” access mode and allow you to register your Entity as ESA potential Tenderer.

• Click the “Entity Registration” button: you have then to choose your entity type:

   A) Industry Firm
   B) Service Firm
   C) Non-Profit Organization
   D) Other

This choice leads you towards a specific application path.
As a university or academic entity, you have to register as a Non-Profit Organization:

Entity Registration

- **Entity Name**: 
- **Entity Type**: Industrial Firm
- **Country**: Netherlands

Please first check if your Entity already exists in EMITS. This can be done using the Yellow Pages.

If you have already saved information for your Entity enter your PIN number to access it.

Save  Reset

Then you will have to answer the following fields (the red lights on the right show which fields are still to be updated by you, and the green light indicates that the field has been fully filled):

Your Entity Details

- **Entity Name**: TEST - REGISTRATION FOR A UNIVERSITY
- **Entity Type**: Non-Profit Organisation
- **Country**: Netherlands

Processing Status: In Preparation Validation History

Entity PIN Number: 221682156

1. Official Registration
2. General Information
3. Contacts
4. Activities/Projects/Products & Services
5. Staff and Facilities
6. Key Financial Figures
7. Achievements
8. Bidder Information/EMITS Roles

Save  View All  Reset
• The first step is the official Registration:

TEST - REGISTRATION FOR A UNIVERSITY

Official Registration

Legal Registration Reference / Chamber of Commerce Registration No. *:

Place of Registration (City) *:

Place of Registration (Country) *:

Date of Registration *:

• Immediately following, some additional data is requested in the section "General information":

Save View Reset Main Screen
The fields are all about the university: the particular institute or centres are to be declared in the "Establishment" field.

- After entering this general data, you have then to declare three contacts:
  - Head of Institution / Dean
  - Head of Administration
  - Responsible for Space Activities
And each of the three contacts is declared using the following form:

- Activities, Projects, Products, Services of your entity are to be described in the following step:
Then you have to describe the resources of your entity:

The Key financial figures are following:
• The “Achievements” section is dedicated to the description of the activities developed by your entity in the study:

**TEST - REGISTRATION FOR A UNIVERSITY**

**Achievements**

- Competencies:
  - SPACE SPECIFIC
    - Chemical propulsion/Aerothermodynamics
    - Components
    - Control
    - Digital Communication Payload
    - Electric Propulsion
    - Manoeuvrable Spaceflight
    - Material
    - Micro/Nano technologies
    - Power and energy conservation

- Space Activities

- Space Projects

- Activities not Related to Space

  ![Form Image]

- And to conclude some Bidder Information / EMITS Users and Roles have to be declared by the entity:
  - Entity Information Administrator
  - Entity Information Administrator Deputy
  - Entity Information Reviewer
  - Entity Invoicing Administrator

For each of these contacts, the same form has to be filled. These contacts can be embodied by the same person.

The system used by EMITS is a **shared database**: the person declared as Entity Information Administrator (EIA) can define as many Deputies as needed in order to fill in the questionnaire (for example: one Deputy per Institute, one other Deputy as a financial and administrative responsible, and a last Deputy from project management for describing the competences).

For the new registrations, the EIA receives a pin number that he/she can transmit to his/her collaborators in order to fill collectively the questionnaire.

For universities already registered (majority of the cases), the EIA has access to the questionnaire with his/her password. He/she must therefore send a mail to the service desk of ESA (idhelp@esa.int) with the list of names and e-mails of the people that will help him/her in the registering process. These people will quickly receive a user-id and a password.

If the university wishes to change its Entity Information Administrator, it must advise the Service desk (idhelp@esa.int) or Mr Verdin in ESAHQ (+33 1 5369 7119)
The registration procedure finishes here.