

Getting started

Quick guide to new tenderers in Estonian Public Procurement Register

All interested persons are free to browse information about procurements, contracts and review decisions and download tender documents in the Estonian Public Procurement Register <https://riigihanked.riik.ee>. Please use various search options available. For additional services like eSubscriptions, eCommunication or eSubmission both you and your company need to be registered in our system and you need to be linked with your company.

Register

Estonian citizens can log in with their ID cards or mobile ID. Cross-border tenderers are welcome with username and password but also with e-resident's digi-ID, if available.

Please first register yourself by clicking *Login* and, if no digi-ID is available, choose *Register*. After saving the required information you will receive an activation link to your e-mail.

After login and creating your account open *My profile* and choose *New tenderer registration*. Fill in information about the company you represent. First person to register a company will automatically become the main user for the company. You will now be able to add other representatives to your company, register to procurements, ask questions to the Buyer via *Information exchange* and submit your tender or request to participate via *Tenders and Requests to participate*.

If your company already exists in our system, you need to contact our helpdesk at register@riigihanked.riik.ee or your colleague who is already registered in our system as your company's main user and who can link other people with the company.

Search, save search, use it as a subscription

You can use various search options under *Search procurements*. By default the search retrieves all started procurements published within the last 30 days. In case you know the reference number of the procurement you are looking for, clear the fields by the button *Clear fields* and insert the reference number and click on the button *Search procurements*. For easing your later searches you can save your search by *Save search* or even use the saved search as a request for information. The information requested will arrive to your e-mail as a notification.

Tender documents

For tender documents please go to the worksheet *Documents* under the section *Procurement data*. Choose *Download published procurement documents* to download all documents or tick the documents you would like to download and click on the button *Download selected documents*.

Record your interest

Please record your interest by clicking the button *Register for procurement*. You can see and modify your registration and contact data on the *Registration sheet*. Only registered persons will receive Buyers

clarifications and automatic notifications, can ask questions and submit e-tenders via the e-procurement environment.

eCommunication

You can ask questions from the Buyer on the worksheet *Information Exchange*. You will receive a notification when your Buyer answers.

eSubmission

Start preparing on the worksheet *Requests to participate/Tenders* by clicking *Add request to participate* or *Add tender*. Add joint tenderers and subcontractors, if appropriate, on tender worksheet *General information*. ESPD version 2.0.2 (extended) is integrated into the Procurement Register - please give your self-declarations in our system on the worksheet *Grounds for exclusion and selection criteria*. ESPD in the *pdf* and *xml* format is automatically formed into your request to participate or tender by our system. ESPD version 1.0 *xml* cannot be uploaded as different ESPD versions are not compatible. Answer questions or upload required documents on worksheet *Tender suitability criteria* and enter price, cost or other values to be awarded on the worksheet *Award criteria*. You can add additional documents on the worksheet *Documents*. When four tender worksheets have received a green tick, you are ready to submit.

NB! Submission time in the system view is displayed in the time zone as set in the user's computer. Times in notices and notification are local times.

The screenshot shows the 'Tender no 5634' submission page. On the left is a navigation menu with 'Requests to participate / Tenders' selected. The main content area has a header with the tender number, tenderer name (OÜ EDUKAS PAKKUJA), status (withdrawn, Not submitted), and submission deadline (10.12.2025 12:30). Below this are four tabs: 'General information', 'Grounds for ...', 'Tender suitability criteria', and 'Award criteria', all with green checkmarks. There are also buttons for 'Documents', 'Persons linked to...', and 'Information exchange...'. The 'General details of tender' section contains a notice about submission readiness and a disclaimer. Below that, tender details are listed: Tender no.: 5634, Tenderer: OÜ EDUKAS PAKKUJA (12345678), Responsible person: Test Pakkuja (51102010005), and E-mail: a@b.ee. At the bottom, there are sections for 'Joint tenderers (0)' and 'Subcontractors (2)', a 'History of statuses' button, and a 'Back' button. On the right side, there are buttons for 'Create tender documents', 'Delete', 'Save', 'Sign', and 'Submit'.

By Estonian Public Procurement Act tenders do not have to be digitally signed. However, many Buyers require so. In case it is not possible to digitally sign with the Estonian digi-ID or your company has no representative in Estonia who could digitally sign your tender, you can still submit your tender electronically but without a signature. Please check with the Buyer whether a signed paper version is also

required or the Buyer accepts paper signed *pdf* scans.

In case of questions do not hesitate to contact Helpdesk register@riigihanked.riik.ee .

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