



Your Guide to Working with DGT – eXtra & F&T Portals

(Last update: May 2025)

This guide helps you efficiently manage your assignments with the Directorate-General for Translation, from job notification to payment – via the eXtra and F&T Portals.

Please, be aware that the revision of this document is in progress.

Access to the portals is possible only with an EU Login and confined to contractors working for the Directorate-General for Translation of the European Commission.

For technical problems, please contact the portal manager at DGT-FL-PORTAL-MANAGER@ec.europa.eu.

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eXtra Portal

1. Connecting to the eXtra Portal

The *eXtra Portal* is a gateway to the External Translation web site of the Directorate-General for Translation (DGT) of the European Commission, to which contractors connect to consult newly announced jobs, download, and upload documents and perform many other actions related to their contracts with DG for Translation.

To connect to the *eXtra Portal*, you must have an **EU Login account (previously ECAS** = European Commission Authentication Service) which allows checking user credentials (e.g., login/password) and retrieving user identity.

All external translators who have an active contract with DGT (framework contract and/or negotiated procedures) should already have registered and created an EU Login account. If you are still active in our database and you do not know your login ID, please contact the Portal Manager by email (DGT-FL-PORTAL-MANAGER@ec.europa.eu).



DGT does not store user passwords. If you forget your password, you may need to reset it to access your account.

1.1 Create an EU Login account

Tutorial on how to create an EU Login account can be found [here](#).

If you are a company, when creating the EU Login account, it is recommended that you use the company email address as the UID and not that of an individual user as this may cause problems if the user leaves the company.



Please note that **only one UID account** is allowed for EU Login.

1.2 Connecting to the eXtra Portal

To connect to the *eXtra Portal*, use the following url:
<https://webgate.ec.europa.eu/dgt/freelance/index/home.cfm>

1.2.1 Connecting the first time

If you access the portal for the first time, you will get the following pop-up window:



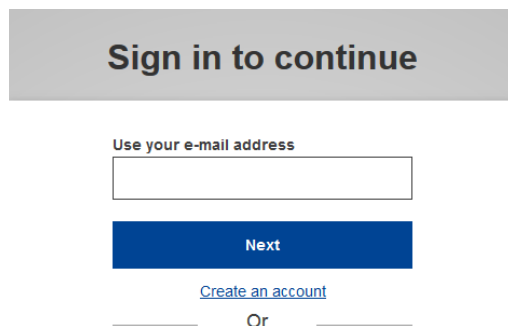
After submitting your request, DGT will link your EU login to your account in our system. Once this is done, you will be notified by email that your access has been granted.

Please note that if you need to change the details associated to your EU login, such as your username and/or email address, you must notify DGT and you may need to create a new EU login with a new username and/or email address.

1.2.2 Connecting day-by-day

When you will reach the EU Login authentication page, please follow the steps:

- Type your email address and press **Next**.



- Select **Password** as your verification method.

Choose your verification method

Password

Sign in

- c) Type your password. Do not forget that the password is "**case sensitive**".
- d) **Sign in** and you will be redirected to the *eXtra Portal*.

NB: If you use PIN code or biometrics to authenticate with the EU Login app, you will receive authentication requests inside the app instead of via push notifications. Please see screenshot below of the 4 steps authentication:

Steps for safer PIN code authentication:

- 1** Enter your EU Login credentials
- 2 OPEN** the EU Login App
- 3** If you launched the request, press **CONTINUE**
- 4** Continue as usual, with your pin code or biometrics

Support: <https://webgate.ec.europa.eu/cas/help.html>

1.2.3 Managing your EU Login account

If you want to manage your account or change your password, you can go to the following URL: <https://webgate.ec.europa.eu/cas/login>. After successfully authenticating, you will have a "Change password" and a "My Account" entry in the menu at the top right corner. From there, you can change your personal information or provide additional devices for authenticating in a more secure way.



If your connection to the eXtra Portal has been lost or the server is temporarily unavailable, we advise you to:

1. Delete temporary files, history, and cookies of your browsing history (found in Internet options)
2. Close your browser and open it again
3. Log onto the portal again
4. If you still encounter problems, your login may have been disabled and you should contact the Portal manager by email to DGT-FL-PORTAL-MANAGER@ec.europa.eu

1.3 Computer environment

The *eXtra Portal* supports the following web browser environments:

- 122. Chrome
- 122. Edge
- 123. Firefox

NB: Internet Explorer is not recommended.

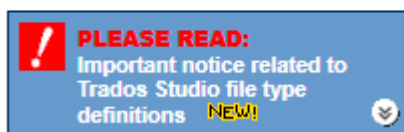
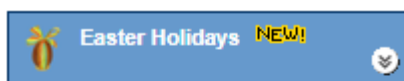
2. Home Page

2.1 Elements of the Home Page

At the top left-hand of the screen, your EU Login details are displayed: name, email address, Domain, Domain username and EU Login user id, as well as your contract details (name and contract number). This box remains permanently on display through all the portal screens until you decide to log out.

Underneath the connection/disconnection box, we publish in real time useful and important **notifications** and information relating to the Portal and the way you must perform your work for us.

Please consult these notifications regularly.



At the top right-hand of the screen, below the menu bar, you will find several hyperlinks which will lead you to useful practical information:

- the **Important legal notice** (relating to the use of the Portal, the data and the documents put online, copyright etc.),
- some information on **Cookies**,
- a **Help** section (leading to this Users' guide),
- a **Contact** page, which informs you of the relevant teams (and their email address) who can answer the questions you may have in relation to the implementation of your contract with us. Please find more details in the table below:

Subject	Functional Mailbox
Work in progress, deadlines, problems to deliver translation, invoicing, will be addressed to the request management teams	Brussels: DGT-FREELANCE-BRU@ec.europa.eu Luxemburg: DGT-FREELANCE-LUX@ec.europa.eu
Observations related to assignments with a quality rating below 20.0%	Must be submitted exclusively through the eXtra Portal (see point 12.3).
Observations related to assignments evaluated with a quality rating higher than 20.0% (see point 12.2) and linguistic matters	Must be submitted to the language department concerned following the email formulation DGT-LG-FREELANCE@ec.europa.eu , " LG " being the abbreviation of the target language of the assignment (BG, CS, DA, DE, EL, EN, ES, ET, FI, FR, GA, HR, HU, IT, LT, LV, MT, NL, PL, PT, RO, SK, SL, SV).
Observations to DGT's intention to apply penalties in the context of the monthly Performance Assessment	DGT-TRAD23-PERF-ASSESSMENT@ec.europa.eu
Comments to the evaluation and feedback received for specific assignments, remarks on late delivery	DGT-FL-QUALITY@ec.europa.eu

Technical problems, connection to <i>eXtra Portal</i> and <i>F&T Portal</i>	DGT-FL-PORTAL-MANAGER@ec.europa.eu
Changes related to contracts (change of address, VAT number, subcontractors, and employee's validation)	DGT-FL-CONTRACT@ec.europa.eu
Administrative matters	DGT-FL-SECRETARIAT@ec.europa.eu
Issues related to the negotiated procedure lists	DGT-FL-FREE-CANDIDATE@ec.europa.eu

When sending your queries, to allow us to quickly identify the subject of your email and deal with your enquiries effectively, we advise you to clearly indicate in the "Subject" field of your e-mail:


- your **FL ID No**,
- the **Assignment No YYYY/12345**,
- some keyword(s): new job, target language, upload problem, change of address, quality, feedback, invoicing ... followed by the complete number of the document you are referring to

2.2 Three frames of the Home Page

The Home page also displays three frames:

- "What's new"
- "What would you like to do?" with the menu of all the portal functions
- "My reading corner, the archives", where you will find archives of the most relevant older notifications published on the *eXtra Portal*

2.2.1 What's new

What's new ? 		
New jobs	My Orders	Feedback
[2020/05800]	[2020/01916]	[GROW-2020-00014-01-00]
		[GROW-2020-00014-01-01]
		[AGRI-2020-80512-00-00]
		[EMPL-2020-00870-00-00]
		[ESTAT-2020-80022-00-00]
		[AGRI-2020-80586-00-00]
		[COMP-2020-00542-00-00]

This window allows you to see briefly all the new items that have been posted online for you and that you have not yet read. The data is arranged in three columns: **"New Jobs"**, **"My orders"**, and **"Feedback"**.

- **New jobs:** Click on the **Assignment [number]** to view the new assignment details.
- **My Orders:** Click on the **Assignment [number]** to see further details concerning this assignment that has been allocated to you.
- **Feedback:** Follow the link of the **Assignment [number]** to get to the page where you can view the quality assessment given to the assignment and download the feedback file that has been posted together with all related documents. If the Assignment is ready to be invoiced, you would be able to access directly the *F&T portal*.



Once you clicked on the links and viewed the pages with the job, order, or feedback details, the links will be **removed** from the "What's New" screen.

It is therefore recommended that when you first click on a link, you download the documents and save them to your PC.

2.2.2 What would you like to do?

What would you like to do ?



This menu displays all actions that can be carried out on the Portal. By clicking on each of these links, you will be transferred to a new screen:

- Consult the new jobs the Commission has announced to you by e-mail and state whether you can take on any specific assignments.
- Start working on the assignment assigned to you.
- Send the deliverables to the Commission (upload).
- See your cascade position & the list of accepted sub-contractors.
- See if some feedback has been sent to you.
- Check the status of your invoices.

We strongly advise you to visit our site on *Europa*:

http://ec.europa.eu/translation/index_en.htm.

All DGT's language departments provide guidelines, glossaries, and useful information intended for translators working for the Directorate-General for Translation. The

purpose of these guidelines is to set the standard to which all translations into the official languages are to be carried out.

2.2.3 My reading corner, the archives

My reading corner, the archives



Older relevant communications will be listed in this window so that you can come back to them at any time. You will find the titles sorted by their publication date.

3. MY PROFILE

3.1 *Current data of your file online*

On this section, you can view some of the data in your file online, including your address, telephone, and mobile number (for SMS notification), fax numbers, and your current e-mail address. Please inform us as soon as possible of any **change in your e-mail address**, your postal address or telephone number(s), as explained in point 3.3 below. Your e-mail address is essential to ensure that our job announcements get to you safely.



Please, be aware that the e-mail notifications can only be sent to one e-mail address.

3.2 *SMS notification*

If you subscribe to the SMS feature, you receive a short message announcing the publication of a new item online ("New announcement online. Please connect to the eXtra Portal of the European Commission"), and this for each new job notification and for each job awarded.

3.3 *Sending a request concerning My profile data*

Should you like to activate the SMS option, stop receiving notifications or just modify data in your file, write to us by clicking on the link "**Fill in this form**" on the bottom of **My profile** window to submit your request:

ew jobs
My Orders
Feedback
My Invoices
My profile
English

Important legal notice
Cookies
Contact
Help

My profile

ID No : 0000
Mr or Ms : M.
Address as :
Legal Form :
Street/Number :
Addition :
Postal Code :
Sector :
Telephone :
E-mail :
Notification : ☒ E-mail ☒ Fax ☒ SMS

Inactive from : to :
Reason :
VAT :
Registry Number :
Registry Authority :
City :
Country :
Fax :
SMS :

Would you like to modify your profile data ? (e-mail account, means of notification,...)
Fill in this form and we will do it for you.

Your request will be sent to the contract manager, and you will receive a confirmation by e-mail as soon as the required modifications have been introduced.

3.4 Ranking/Cascade position, Subcontractors list & Performance linked to FWC TRAD23

The **Ranking** tab shows your position in the cascade for each TRAD23 language combination of your contract:

Ranking

Sub-Contractors

Performance

Negotiated Procedures

Declaration on Honour

This table shows your position in relation to all other contractors who are included on our lists for the language combinations and sublots in question (e.g. 3/17 means that you are on the third place out of 17).

Tender	Source	Target	Sublot	Position	Status
TRAD23	EN	DE	TRA23	3/3	Active
TRAD23	EN	EL	TRA23	X	Excluded
TRAD23	EN	LV	TRA23	2/2	Active
TRAD23	EN	NL	TRA23	1/2	Active
TRAD23	EN	PT	TRA23	2/2	Active

Key:

Active	➔	active subplot ¹
Inactive	➔	temporarily suspended subplot
Excluded	➔	Not awarded or terminated subplot

¹ Sublot in this context means the type of the contract within the public procurement with DGT (FWC, currently TRAD23 or negotiated procedure)

The **Sub-Contractors** tab lists all the subcontractors accepted by DGT for TRAD23 framework contracts:

Ranking	Sub-Contractors	Performance	Negotiated Procedures	Declaration on Honour			
Tender	Title	Family name	First Name	E-mail	Company Name (if relevant)	LOTS	Status
TRAD23	Mrs			dgt-workflow-test@ec.europa.eu		EN=>NL	Valid

The **Performance** tab lists your overall performance in terms of quality calculated for all the assignments delivered during a certain month under the TRAD23 framework contract.

Ranking	Sub-Contractors	Performance
---------	-----------------	-------------

Tender	Year	Month	Lot	Pass Share
TRAD23	2024	11	EN => DE	89.89 %
TRAD23	2024	10	EN => DE	90.05 %
TRAD23	2024	9	EN => DE	91.11 %
TRAD23	2024	8	EN => DE	91.27 %
TRAD23	2024	7	EN => DE	90.74 %

Every 15th of the month (month n+1), DGT will calculate the overall pass share for each language combination of your framework contract TRAD23 by looking into the quality rating of each of the evaluated pages delivered in the previous month (month n), provided that the threshold of 500 pages (due and delivered) has been reached.

After their calculation, it takes two additional working days before the pass share expressed in percentage (%) is displayed on the *eXtra Portal*.

3.5 Features for Negotiated Procedures

The tab **Negotiated Procedures (NP)** under **My Profile** offers some specific functionalities for freelancers working with contracts awarded under Negotiated Procedures.

new jobs	My Orders	Feedback	My Invoices	My profile
Important legal notice Cookies				
Ranking	Sub-Contractors	Performance	Negotiated Procedures	Declaration on Honour

Here, you will see the lots you are listed for under Negotiated Procedure.

The different lots registered in our system will be displayed with the Sublot F-T (short for negotiated procedure [free tendering]), Source and Target language, status, and start/end/last update dates:

Ranking	Sub-Contractors	Performance	Negotiated Procedures	Declaration on Honour		
Sublot	Source	Target	Status	Start date	End date	Last update
F-T	AR	CS	Active			28/04/2022 00:00
F-T	AR	EN	Inactive	19/08/2022	15/02/2023	18/02/2023 17.30
F-T	AR	LT	Active			28/04/2022 00:00
F-T	AR	SK	Active			28/04/2022 00:00
F-T	BE	FR	Active			28/04/2022 00:00
F-T	BG	CS	Active			28/04/2022 00:00
F-T	BG	DE	Active			28/04/2022 00:00
F-T	BG	FR	Active	15/09/2022		15/09/2022 09:22
F-T	BG	LT	Active			28/04/2022 00:00
F-T	BG	MK	Active			28/04/2022 00:00
F-T	BG	PL	Active			28/04/2022 00:00
F-T	BG	RO	Active			28/04/2022 00:00
F-T	BG	RU	Active			28/04/2022 00:00
F-T	BG	SK	Active			28/04/2022 00:00
F-T	BG	SL	Active			28/04/2022 00:00
F-T	BG	TR	Active			28/04/2022 00:00
F-T	CS	DA	Active			28/04/2022 00:00
F-T	CS	ES	Active			28/04/2022 00:00
F-T	CS	ET	Active			28/04/2022 00:00
F-T	CS	FI	Active			28/04/2022 00:00
F-T	EN	CS	Inactive	28/04/2023	25/10/2023	21/06/2023 14:52
F-T	EN	DA	Active			28/04/2022 00:00
F-T	EN	EL	Active			28/04/2022 00:00
F-T	EN	ES	Excluded for 6 months	20/12/2023	17/06/2024	20/12/2023 08:30
F-T	EN	ET	Active			28/04/2022 00:00

3.5.1 Candidate lists

For each lot, there are three candidate lists and three corresponding candidate statuses.

Key:

Active	→	on the active list of a lot
Inactive	→	on the inactive list of a lot, serves as back-up
Excluded for 6 months	→	on the time-out list for a lot, excluded from job offers for 6 months
Removed from list	→	removed from NP list after a 6-month-exclusion

3.5.2 Workflow for publishing job offers under Negotiated Procedures (NP)

Job offers will be published to all candidates on the "active list".

If the first publication is unsuccessful, the job offer will be published to those candidates on the "active list" who did not respond to the first publication and to the candidates on the "inactive list".

Candidates who refused the job at first publication will not receive the job offer a second time.

3.5.3 Request for Declaration on Honour on exclusion criteria and selection criteria

Following the rules stipulated in the Financial Regulation, DGT can only assign jobs to candidates with a valid declaration on honour (DoH). Now our system automatically checks if there is a valid DoH for all candidates of a lot under Negotiated Procedure. If a DoH is missing, has expired, or is approaching its expiry date, our system sends the following e-mail alert to all candidates on the "active" list and the "inactive" list of that language combination:

Subject: [FL_No] Request for Declaration on Honour on exclusion criteria and selection criteria

Dear Sir/Madam,

You are/your company is registered in our system as a potential contractor for translations under negotiated procedures.

According to the rules of the Financial Regulation, we can only assign jobs to candidates with a valid declaration on honour. We do not have a valid declaration on honour from you or your latest declaration on honour will soon expire.

*Therefore, we kindly ask you to download the Declaration on Honour form mentioned in Annex 1 of the Tender specifications from the eXtra Portal following the link in the "Declaration on Honour" section on the Home tab. Please fill it in, and print, sign, scan and upload it to the eXtra Portal by **[one calendar week from notification date]**.*

There is no need to send us the paper copies. Please keep them for your records as DGT preserves the right to ask for the originals.

Your Declaration on Honour will be validated by the Negotiated Procedure Team. Should we require further information from you, we will contact you.

If we do not receive your Declaration on Honour within the deadline specified above, your freelancer account will be deactivated, and you will not receive any translation job offers.

We thank you for your understanding and co-operation.

Best regards

Negotiated Procedure Team



European Commission

DIRECTORATE-GENERAL FOR TRANSLATION

Directorate R – Resources

R.2 – Budget and finance

DGT-FL-FREE-CANDIDATE@ec.europa.eu

At the same time, the following notification is displayed in your profile on the Home tab in the *eXtra Portal*:

Declaration on Honour

Please renew your Declaration on Honour by 19/06/2023

[You can download the Declaration on Honour form mentioned in Annex 1 of the Tender specifications here. Please fill it in, and print, sign, scan and upload it.]

What would you like to do ?

My reading corner, the archives

By clicking on the link, you will be directed to a window where you can download the DoH template and upload the signed document:

 Directorate-General for Translation
External Translation

Revision
Fast-editing
Translation



Home New jobs My Orders Feedback My Invoices My profile English

05/04/2023 ACCEPTANCE 11 Important legal notice Cookies Contact Help

Disconnection

Sign and Upload the Declaration of Honour

Declaration on Honour

Download DoH template : [Download template.docx](#)

Deadline : 18/04/2023

Status : ■

Upload document : No file selected.

Upon upload, the file is renamed to indicate the relevant year, your FL ID, and the DoH version:

“DoH_2022_4801_2.pdf” (year + freelancer number + attempt number)

important legal notice Cookies Contact help

Sign and Upload the Declaration of Honour

Declaration on Honour

Download DoH template : [Download template.docx](#)

Deadline : 18/04/2023

Status : ■

Upload document : No file selected.

Document Uploaded : [DoH_2023_18208_1.PDF](#)

As long as the file is not yet sent to DGT, you can replace it by uploading a new file.

As soon as you click on **Send**, the request for a DoH disappears from the **Home** screen:

[Important legal notice](#) | [Cookies](#) | [Contact](#) | [Help](#)

What's new ?

New jobs	My Orders	Feedback
No data for the moment	No data for the moment	No data for the moment

What would you like to do ?

My reading corner, the archives

Instead, the following information appears under **My Profile>Declaration on Honour**:

Ranking

Sub-Contractors

Performance

Negotiated Procedures

Declaration on Honour

Document	Status	Valid until	Comments
DoH_2023_19468_1.PDF	Submitted		

Following the submission of a DoH, DGT will proceed with the verification of the received document. Once the document has been validated, the status of the DoH changes to **"Approved"** on the eXtra Portal:

New jobs

My Orders

Feedback

My Invoices

My profile

English

[Important legal notice](#) | [Cookies](#) | [Contact](#) | [Help](#)

My profile

ID No : XXXXXXXXXX
Mr or Ms : M/M/M
Address as : XXXXXXXXXX
Legal Form : XXXXXXXXXX
Street/Number : XXXXXXXXXX
Addition : XXXXXXXXXX
Postal Code : XXXXXXXXXX
Sector : XXXXXXXXXX
Telephone : +0123456789
E-mail : dgt-workflow-test@ec.europa.eu
Notification : ☒ E-mail ☒ Fax ☒ SMS

Inactive from : to :
Reason : XXXXXXXXXX
VAT : XXXXXXXXXX
Registry Number : XXXXXXXXXX
Registry Authority : XXXXXXXXXX
City : XXXXXXXXXX
Country : XXXXXXXXXX
Fax : +0123456789
SMS : +0123456789

Would you like to modify your profile data ? (e-mail account, means of notification, inactivity periods...) . Fill in this form and we will do it for you.

Ranking

Sub-Contractors

Performance

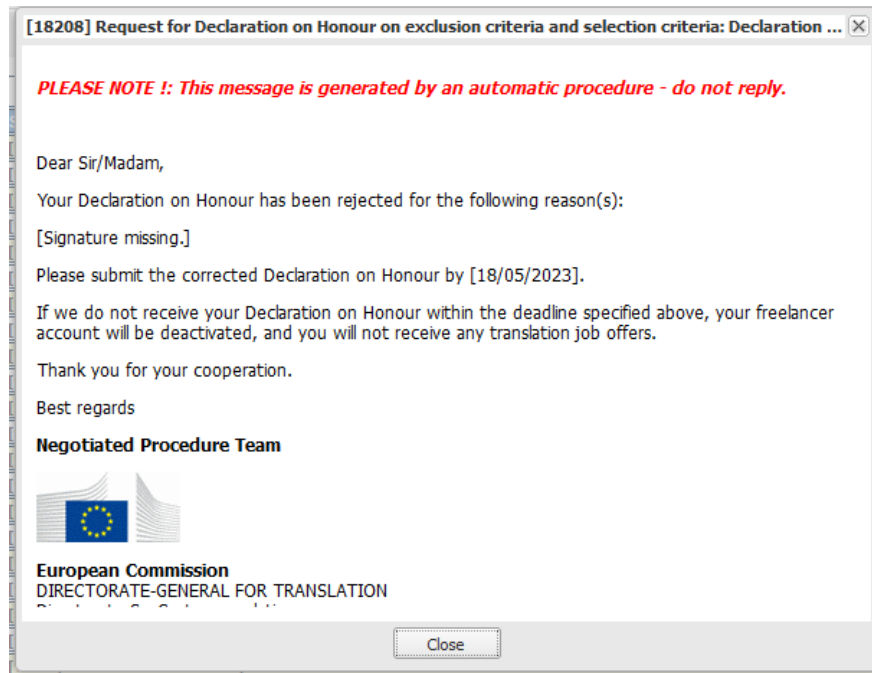
Negotiated Procedures

Declaration on Honour

Document	Status	Valid until	Comments
DoH_2023_18208_2.PDF	Approved	17/04/2024	

An approved DoH is valid for one year from the date of submission.

If a **DoH is rejected**, the system alerts you to send a correct DoH. The reason for rejection is available on the *eXtra Portal* and in the e-mail notification you receive.



In this case, the status of the DoH changes to **"Rejected"**.

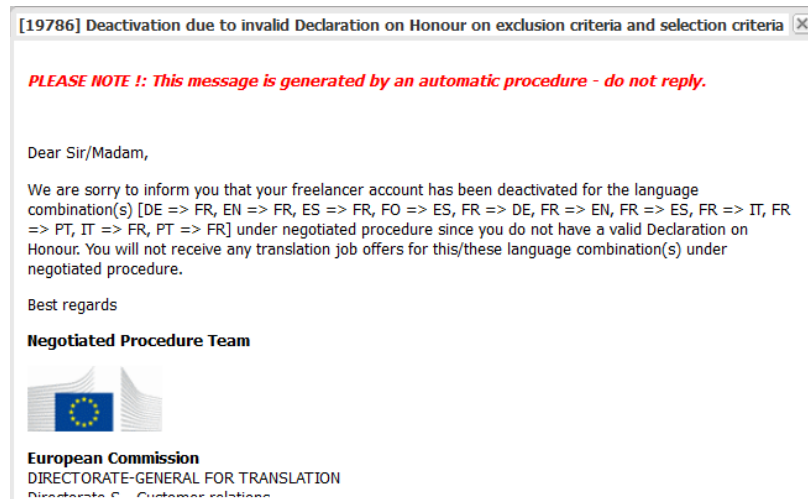
Ranking	Sub-Contractors	Performance	Negotiated Procedures	Declaration on Honour
Document	Status	Valid until	Comments	
DoH_2023_18208_1.PDF	Rejected		Signature missing.	

After an initial request, **reminders** are sent on the 3rd and the 6th calendar day.



If you have not provided a DoH within the one calendar week deadline, the process stops, and your status will change in the system to **"Removed from list"**.

You will receive the following e-mail alert and will be notified on the *eXtra Portal* about deactivation:



Ranking	Sub-Contractors	Performance	Negotiated Procedures	Declaration on Honour		
Sublot	Source	Target	Status	Start date	End date	Last update
F-T	DE	FR	Removed from list			04/07/2023 00:00
F-T	EN	FR	Removed from list			04/07/2023 00:00
F-T	ES	FR	Removed from list			04/07/2023 00:00
F-T	FR	DE	Removed from list			04/07/2023 00:00
F-T	FR	EN	Removed from list			04/07/2023 00:00
F-T	FR	ES	Removed from list			04/07/2023 00:00
F-T	FR	IT	Removed from list			04/07/2023 00:00
F-T	FR	PT	Removed from list			04/07/2023 00:00
F-T	PT	FR	Removed from list			04/07/2023 00:00

4. JOBS ON OFFER

Our contractors have been registered in our database following specific calls for tenders. All transactions relating to the implementation of these contracts take place via the eXtra Portal. The sector Outsourcing and operational support announces translation jobs online.

For each job on offer, a notification is automatically sent by e-mail and by SMS.

The contractors receive the “new job announcement” and are invited to connect directly to the “**New Jobs**” screen, by clicking on the link to the eXtra Portal at the bottom of the email notification.

If you fail to connect to the eXtra Portal via this link, we advise you to log on to the portal manually by typing the eXtra Portal URL: <https://webgate.ec.europa.eu/dgt/freelance> in your browser’s address line.

The “**New jobs**” screen displays a list of the jobs currently on offer and their status. Here contractors are asked to indicate online whether they are interested in taking on any of these jobs.

Click on the **Order [number]** to view details of the job.

[important legal notice](#) | [cookies](#) | [contact](#) | [help](#)

New jobs		
Here you find a list of the jobs currently on offer. You and other contractors have been asked to indicate whether you are interested in taking on any of these jobs.		
Click on the order number to view the job details.		
Your reply will remain displayed on the screen until the reply deadline expires.		
Important notice !!! : Please reply by the deadline. Once the deadline has passed, the new job announcement will be removed		
Order number	Reply deadline (GMT+ 01:00)	Status
[2024/00027]	23/02/2024 10:07	Pending
[2024/00016]	23/02/2024 10:31	Available 22/02/2024 16:02
[2024/00015]	23/02/2024 10:19	Available 22/02/2024 16:02

Status information		
This window shows the availability you have stated for those new jobs that have not yet been attributed by the External Translation unit. Once the job is attributed, the order number will be removed from this screen and you will receive an official notification by e-mail stating whether or not the job has been assigned to you.		
Order number	Status	Provisional order status
2024/00016	Available 22/02/2024 16:02	
2024/00015	Available 22/02/2024 16:02	
2024/00004	Available 22/02/2024 15:41	

4.1 New job's (detail) screen

In the "New job" section after clicking on the **Order [number]** you have a quick and complete overview of the content:

- View of the related *Framework contract*: "TRAD23" or "Libre T – Code pour les candidatures de traducteurs spontanées" in case of negotiated procedure.
- Identification of the *Assignment number* YYYY/XXXXX: e.g. 2024/00026.
- View of the *Origin* of the job announcement coming from our unit either in Brussels (BXL) or in Luxemburg (LUX).
- In case of "*Follow-up*", the view of the related document number and the corresponding Order number by Origin, currently under translation or already translated by your services:

2024/00026				
Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language				
Order number : 2024/00026		Attribution date : 22/02/2024		
Origin: LUX				
Follow up : ENV/2020/80128-01-00		Order number : 2020/14051 Origin : BXL		
Status : Not yet returned				
Requirements :		IPR <input checked="" type="checkbox"/>	TM <input type="checkbox"/> LegisWrite <input type="checkbox"/>	
[View legend]				
Order details				
	Document	Lot	Deadline	Actions
Order form - 2024/00026 (46 kb)				[Download]
Requirements :		IPR <input checked="" type="checkbox"/>	TM <input type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (132 kb) Please read !				[Download]
	DGT-2024-00023-00-00-EN-ORI-00.DOCX (36 kb)	EN => ES	31/01/2025 23:59	[Download] [IPR]
	• REF - DGT-2024-00023-00-00-EN-RSM-00.DOC (33 kb)			[Download]
Back				

View of the "*Expected deliverables*" required [Requirements]:


- IPR annex (see point 9 and seq.)
- TM (translation memories)
- LegisWrite format document

- View of the *Reply deadline* (GMT+01:00/02:00 → Brussels' time) of the job announcements.

2024/00013					
Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language					
Order number : 2024/00013			Origin : BXL		
Follow up : -					
Requirements :		IPR <input checked="" type="checkbox"/>	TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>	
Reply deadline (GMT+ 01:00) : 23/02/2024 11:30			Status : Pending		
Job details					
Document	Lot	Pages	Deadline	Size	Actions
Information Sheet / Detailed instructions Please read !				55 kb	[Download]
ORI - TAXUD-2024-00007-01-00-EN-ORI-00.DOCX	EN => FR	7.7	25/03/2024 23:59	567 kb	[Download]
==> REF - TAXUD-2024-00007-01-00-FR-FLPR-00.ZIP				602 kb	[Download]
==> REF - TAXUD-2024-00007-01-00-FR-PKG-00.ZIP				782 kb	[Download]
==> REF - TAXUD-2024-00007-01-00-FR-FLPC-00.HTML				8 kb	[Download]
==> REF - TAXUD-2024-00007-01-00-FR-PKG-01.ZIP				171 kb	[Download]
<input type="button" value="Yes, I am available"/> <input type="button" value="Sorry, I am not available"/> <input type="button" value="Back"/>					

At the bottom of this frame, you will find the individual documents being part of the Assignment that can be downloaded:

1. the **information sheet** which is always displayed,



Please, READ CAREFULLY the information sheet as it contains useful information for the proper treatment of the assignment in general:

- the language combination,
- the subplot,
- the type of document (LegisWrite,...),
- any specific instructions for each document if need be, translation memories (FLM) and annexes (FLA) to be delivered together with the translated text.

2. the **original** to be translated,
3. **translation memories** and/or **reference** documents if any that can be helpful and need to be considered,
4. **SRC source files** (graphics, images, and other non-editable content) if any,
5. the **automatically created outsourcing packages**. You may receive one or two automatically created outsourcing packages (zip files) with the extension "**PKG**".

These zip files will include the resources necessary to proceed with the assignment, as follows:

i) **Main PKG**: document number-target language-PKG-00.ZIP:

- *xliff
- General instructions (will be the same for all LDs)
- General language specific instructions (in the language of the FL)
- Available legislation
- Memories for the language pair concerned:
 - The Euramis result of the "Retrieval": ***-RET.tmx files** (e.g., AGRI-2017-80319-00-00-EN-ORI-00_EN-BG-RET.tmx)
 - The Euramis result of aligned EUR-Lex titles: ***-AL.tmx files** (e.g., AGRI-2017-803 19-00-00-EN-ORI-00_CelexEN-BG-AL.tmx)
 - The download of the 'relevant documents' from the Commission/DGT memories ***-DWN.tmx files**
 - Any **corrected alignments**
 - Normative memory for the relevant language pair (e.g., NormativeMem_FR-PL-DWN.tmx), if available.

ii) **Secondary PKG**: document number-target language-PKG-01.ZIP:

- Memories from DGT's Machine Translation MT: ***-MT.tmx files** (e.g., BUDG-2017-80064-00-00-EN-ORI-00_EN-SL-MT.tmx)
- MT instructions
- Raw alignments : **raw*-AL.tmx files** (e.g., rawAGRI-2015-80402-02-00-EN-ORI-00_EN-SK-AL.tmx)

2024/00013						
Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language						
Order number : 2024/00013				Origin : BXL		
Follow up : -						
Requirements :		IPR <input checked="" type="checkbox"/>	TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>		
Reply deadline (GMT+ 01:00) : 23/02/2024 11:30				Status : Pending		
Job details						
Document	Lot	Pages	Deadline	Size	Actions	
Information Sheet / Detailed instructions Please read !				55 kb	[Download]	
ORI - TAXUD-2024-00007-01-00-EN-ORI-00.DOCX	EN => FR	7.7	25/03/2024 23:59	567 kb	[Download]	
==> REF - TAXUD-2024-00007-01-00-FR-FLPR-00.ZIP				602 kb	[Download]	
==> REF - TAXUD-2024-00007-01-00-FR-PKG-00.ZIP				782 kb	[Download]	
==> REF - TAXUD-2024-00007-01-00-FR-FLPC-00.HTML				8 kb	[Download]	
==> REF - TAXUD-2024-00007-01-00-FR-PKG-01.ZIP				171 kb	[Download]	
<div> <input type="button" value="Yes, I am available"/> <input type="button" value="Sorry, I am not available"/> <input type="button" value="Back"/> </div>						

Alongside these automatically created PKGs, you may still receive other reference files prepared by the translation units.



Please note that for automatically processed assignments, a pre-processing of the document is systematically applied and that the number of pages is thus reduced. Therefore, we will no longer refer to the pre-processing note in each "Information sheet", the rules on pre-processing being applicable *de facto*.

6. The Translation report files :

- i. **FLPC (FreeLancer Proof of Counting)** in *.html file format. This file is based on the Studio analyses report and gives you the total number of pages to be translated, as calculated by considering the translation resources, the matches, repetitions, locked segments, etc.
- ii. **FLPR (FreeLancer Proof of Counting Resources)** in a *.zip containing the *.sdlxliff and translation memories used for the calculation of the pages to be translated. The FLPR files are not to be used for the translation, their role being purely informative.

2024/00013					
Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language					
Order number : 2024/00013			Origin : BXL		
Follow up : -					
Requirements :		IPR <input checked="" type="checkbox"/>	TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>	
Reply deadline (GMT+ 01:00) : 23/02/2024 11:30			Status : Pending		
Job details					
Document	Lot	Pages	Deadline	Size	Actions
Information Sheet / Detailed instructions Please read !				55 kb	[Download]
ORI - TAXUD-2024-00007-01-00-EN-ORI-00.DOCX	EN => FR	7.7	25/03/2024 23:59	567 kb	[Download]
==> REF - TAXUD-2024-00007-01-00-FR-FLPR-00.ZIP				602 kb	[Download]
==> REF - TAXUD-2024-00007-01-00-FR-PKG-00.ZIP				782 kb	[Download]
==> REF - TAXUD-2024-00007-01-00-FR-FLPC-00.HTML				8 kb	[Download]
==> REF - TAXUD-2024-00007-01-00-FR-PKG-01.ZIP				171 kb	[Download]
<div><div>Yes, I am available</div><div>Sorry, I am not available</div><div>Back</div></div>					

At this stage, documents are purely for information purposes, without any effect on the final allocation of the job concerned. The publication of the documents on the portal does not imply any contractual commitment on the part of the Commission.



IMPORTANT:

Please make sure to **respond by the specified deadline**. Once the deadline passes, the new job announcement will be removed. All deadlines are indicated according to Brussels time (GMT + 01:00/02:00).

For assignments related to **TRAD23 framework contracts**:

Please be aware of the automatic publication system, known as the "cascade" principle. This means that new job proposals are automatically published for a predefined duration, which is typically **3 working/office hours** within the 8:30 AM – 5:00 PM interval on working days for the European Commission, Brussels time.

Additionally, please note that as soon as you confirm your availability or decline the assignment, your response will be **immediately imported** and made available to DGT staff. Please be aware that **this action cannot be reversed!**

It is important to note that upon refusal and/or expiry of the 3-hour window, **the job will be automatically offered to the next contractor in the cascade.**

Please be aware that there is no way to manually intervene or stop this procedure once it's initiated.

4.2 Handling of confidential documents

Some sensitive documents may be flagged as "confidential". The translation of sensitive non-classified (SNC) documents should be handled with caution and in accordance with the contract provisions of which you are reminded before you state your availability for these types of job proposals.

In particular, a **CONFIDENTIAL** flag is added:

- on the list of new job's proposals:

What's new ? 		
New jobs	My Orders	Feedback
[2024/00025] CONFIDENTIAL	No data for the moment	No data for the moment

- on the "detail" page of the job:

New job

CONFIDENTIAL ☐ I accept to observe the instructions for the treatment of the confidential documents. I undertake to carry out this order in accordance with the requirements specified in the information sheet.

2024/00002

Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language

Order number : 2024/00002 Origin : LUX

Follow up : -

Requirements : IPR ☒ TM ☐ LegisWrite ☐

Reply deadline (GMT+ 01:00) : 17/01/2024 20:43 Status : Pending

Job details

Document	Lot	Pages	Deadline	Size	Actions
Information Sheet / Detailed instructions Please read !				132 kb	[Download]
ORI - DGT-2024-00025-00-00-EN-RSM-00.DOC	EN => BG	8.4	31/01/2025 23:59	33 kb	[Download]
==> REF - DGT-2024-00025-00-00-EN-RSM-00.DOC				33 kb	[Download]



When published, the original (**ORI**) is replaced by a summary (**RSM**) of the text to be translated. This summary enables the contractors to have a general idea of the text (technical, legal text, etc.)

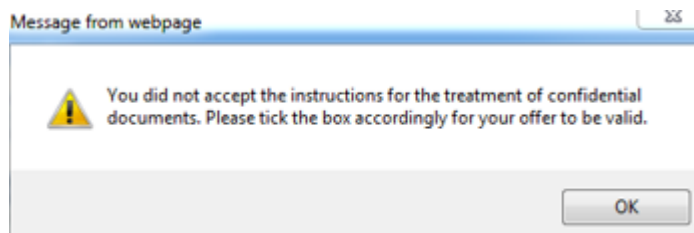
All other information (e.g., number of pages, language combination, special instructions) are identical to the information given for job proposals of non-confidential texts.

Before stating your availability, you are asked to "accept to observe **the instructions** for the treatment of the confidential documents ..." by ticking the box:

New job

CONFIDENTIAL ☐ I accept to observe **the instructions** for the treatment of the confidential documents. I undertake to carry out this order in accordance with the requirements specified in the information sheet.

If you fail to tick the box, you won't be able to set your availability. A warning pop-up will be displayed:



When the Order is validated by the Outsourcing and operational support, solely the contractor who is awarded the job receives the original document to be translated, together with the Assignment form and other material. The next steps of the procedure are the same as for non-confidential documents.



IMPORTANT - Use of **IATE** when translating sensitive files:

The TRAD23 tender specifications (point 14.2) & Framework Contract (point II.8.), and the tender specifications for negotiated procedure (point 5.2), and Service Contract (point I.11.), set an obligation to contractors to treat sensitive assignments as confidential.

To comply with this obligation the translation of sensitive non-classified (SNC) documents requires a secure environment. Since the use of the publicly accessible version of IATE, through its web interface or the CAT tool plugins, cannot be made properly secure, DGT requests that you do not use any of these means to translate sensitive assignments.

However, you are strongly encouraged to use the file-based version of IATE when translating sensitive assignments.

The file-based version of IATE can be downloaded at <https://iate.europa.eu/download-iate> and added as a term base to your CAT tool(s).

4.3 *Notification of availability*

On the “new job details screen” you are asked to **state your availability** by clicking on one of the buttons **[Yes, I am available]** / **[Sorry, I am not available]** at the bottom of the frame. Scroll down the page if necessary.



Changing your answer is only possible for assignments under negotiated procedures as long as the reply’s deadline has not expired.

For TRAD23 assignments:

- your answer will be imported immediately and consequently it is not possible to change your answer,
- if you repeatedly fail to answer or refuse to accept assignments, Article II.18.1 of the framework contract may apply.

IMPORTANT:

Accepting an assignment means that you **accept the conditions** set out in the **information sheet** (deadline: date + time, number of pages, reference material to be used, processing format, delivery of translation memories, transfer of IPR, etc.).

Once you have replied or when the reply's deadline has passed, the job announcement is removed from the new jobs' screen and moves to the "**Status information**" frame underneath. This frame shows the answer you have given on your availability for each job. As soon as the assignment is awarded (= Order validated by DGT.03.004), the Order number will be removed from this screen.

Status information		
This window shows the availability you have stated for those new jobs that have not yet been attributed by the Outsourcing and operational support sector. Once the job is attributed, the order number will be removed from this screen and you will receive an official notification by e-mail stating whether or not the job has been assigned to you.		
Order number	Status	Provisional order status
2024/09989	Available 09/10/2024 16:35	
2024/09949	Available 09/10/2024 11:45	

If you have replied "Yes" and the Commission has decided to award you the job, you should receive an official notification by email and by SMS indicating that the Assignment has been awarded to you.

For **negotiated procedures**, please note that the job **may not be assigned to you** even though you have declared your availability. The contract will be awarded to the tenderer having submitted the tender with the lowest price. The lowest bid will be automatically selected by our system.



IMPORTANT

You should NOT start working on the Assignment before receiving the official notification from the Commission by e-mail stating that the Assignment has been awarded to you.

5. NOTIFICATION OF AWARD OR NON-AWARD OF A JOB

If you have been selected for a specific Assignment, DGT sends an official notification by e-mail (and by SMS, only if you required this option) announcing that the job has been awarded to you and invites you to connect directly to the "**My Orders**" screen, by clicking on the link "eXtra" at the bottom of the message.

If you have not been awarded the assignment, DGT sends, by e-mail only, an official notification announcing that the job has not been awarded to you. In this case, no Order will be added to your list of "My ongoing assignments".

6. AWARDED JOBS

6.1 Ongoing assignments

You have received the official notification by email that a job was awarded to you. At the bottom of the message by clicking on the link "Please log on to the **eXtra** Portal here", you will be logged on and connected directly to the "Home" page of the *eXtra Portal*.

This screen shows all your "ongoing assignments" and their main information: the target language, the number of pages, the delivery deadline, and the status of the job.

New assignments are added to the list as they are allocated to you, and they are tagged with the "NEW!" alert.

My ongoing assignments ?					
[View legend]					
Order number ▲▼	Target ▲▼	Pages ▲▼	Deadline ▲▼	Attribution ▲▼	Status ▲▼
[2024/09964]	BG	6.7	23/10/2024 10:00	09/10/2024	Not yet returned
[2024/09924] NEW!	BG	43.4	04/11/2024 12:00	08/10/2024	Not yet returned
[2024/09906] NEW!	BG	11.3	18/10/2024 10:00	08/10/2024	Not yet returned
[2024/09882] NEW!	BG	21.3	15/10/2024 08:00	07/10/2024	Not yet returned
[2024/09875]	BG	15.5	16/10/2024 09:00	07/10/2024	Not yet returned
[2024/09874] NEW!	BG	9.1	14/10/2024 10:00	07/10/2024	Not yet returned
[2024/09825] NEW!	BG	9.4	23/10/2024 09:00	04/10/2024	Not yet returned
[2024/09815]	BG	35.6	31/10/2024 10:00	04/10/2024	Not yet returned
[2024/09776] NEW!	BG	3.5	14/10/2024 08:00	03/10/2024	Not yet returned
[2024/09729]	BG	10.1		30/09/2024	In evaluation
[2024/09720]	BG	46.6	14/10/2024 08:00	27/09/2024	Not yet returned
[2024/09678]	BG	29.8	06/11/2024 09:00	26/09/2024	Not yet returned
[2024/09663]	BG	24.9		26/09/2024	In evaluation
[2024/09634]	BG	10.2		25/09/2024	In evaluation
[2024/09628]	BG	32.4	21/10/2024 08:00	25/09/2024	Not yet returned

You can sort the information displayed in ascending or descending order by clicking on the small arrows in each column.

The icons and colours used on the screen above are meant to give you a quick overview of the work that remains to be done for a specific assignment.

Click on **[View legend]** at the top of this window to better understand this screen:

<u>Legend</u>	
▲	Sort in ascending order
▼	Sort in descending order
🕒	The deadline for at least one document of this order is today !
🕒	The deadline for at least one document of this order has passed.
Target	List of target languages contained in this order.
Pages	Total amount of pages of this order
Deadline	First deadline to be met (when more than one document is to be translated)
Attribution	Date on which this order has been allocated to you
🔴	No document has been uploaded yet
🟠	At least one document has been uploaded but some documents have still to be uploaded
🟢	All documents have been uploaded
🟡	All documents have been successfully received by the DGT and they are under evaluation
🟣	Some (but not all) of the documents received by the DGT have been accepted.
🟠	All of the documents received by the DGT have been accepted.

For each assignment, the **status in real time** is indicated.

“**Not yet returned**” status (🔴) means that you have not yet delivered the expected deliverables to the Commission.

“**Partially returned**” status (🟠) means that at least one document being part of the assignment has been delivered but some other translations related to the same assignment still need to be delivered.

“**Fully returned**” status (🟢) indicates that you have successfully uploaded all deliverables needed for that assignment i.e., translation, translation memories (if requested) and IPR annexes.

“**In evaluation**” (🟡) means that our unit has received all your deliverables and successfully transmitted them to the requesting department for evaluation. If an assignment remains “in evaluation”, it may mean that some follow-up is taking place for quality reasons. You will be informed if a translation is considered not to be up to the required standards.

“**Accepted**” status” (🟠) means that all deliverables have been accepted by DGT and that the assignment can be invoiced.

To get the details of the Assignment, click on the Order [number]. The following screen below appears:

My ongoing assignment

2020/06035

Framework contract : TRAD19 Translation of EU documents

Order number : 2020/06035

Attribution date : 11/06/2020

Origin: BXL

Follow up : -

Status : Not yet returned

Requirements :

IPR ☒

TM ☒

LegisWrite ☐

[View legend]

Order details

Document	Lot	Deadline	Actions
Order form - 2020/06035 (47 kb)			[Download]
Requirements :	IPR <input checked="" type="checkbox"/>	TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
DIGIT-2020-00050-00-67-EN-ORI-00.DOCX (49 kb)	EN => MT 	12/06/2020 23:59	[Download] [IPR] [Upload FLM] [Upload FLA]
• REF - DIGIT-2020-00050-00-67-EN-REF-00.PDF (46 kb)			[Download]
• REF - DIGIT-2020-00050-00-67-MT-REF-01.DOCX (44 kb)			[Download]
• REF - DIGIT-2020-00050-00-67-MT-REF-02.DOCX (79 kb)			[Download]
• REF - DIGIT-2020-00050-00-67-MT-SRC-00.XLSX (28 kb)			[Download]

Back

At the top of this screen you see the date on which this Assignment has been allocated to you, the framework contract under which the job has been allocated or if it was allocated under a negotiated procedure (*Libre t*), and the status of the Assignment as a whole – "*not yet returned*", "*partially returned*", "*fully returned*", "*in evaluation*", and "*accepted*" (or "*partially accepted*").

The **Order details** screen shows all information necessary to complete the job:

- Related *Framework contract*: "TRAD23" or "*Libre t - Code pour les candidatures de traducteurs spontanées*" in case of negotiated procedure
- Identification of the Assignment *number* YYYY/XXXXX: ex. 2024/01125
- View of the "*Expected deliverables*" if required:
 - IPR annex (see point 9),
 - Translation memories to be delivered in a zip file in the FLM field (see point 10),
 - LegisWrite format imposed,
 - Annex(es) (translated SRC files to be delivered in a zip file in the FLA field – see point 10).



The **terms and deadlines** (date and time) specified in the Assignment **are binding to the contractor**.

Please read carefully the information sheet as it gives you detailed instructions to carry out the assignment. It will also include the contact persons in charge of the assignment.

The information and documents, which can be downloaded and/or opened in the **Order details**, are as follows:


- The **electronic Assignment** form for the job (pdf),
- The **information sheet** with specific instructions to be considered for this job (pdf),
- The **original** document(s) as well as the **deadline** set (date and time) for delivering this assignment,
- A **pre-processed translation** package containing associated translation memories and/or files in the XLIFF format,
- Intellectual Property Rights form (IPR) **to be filled in online**,
- The documents related to **the proof of page count**,
- Reference documents (if any).

From this screen you can **upload and send** your completed translation and all requested deliverables to the Commission.

After we have imported your deliverables, the **Assignment form** will remain available until the related invoice is paid by the Commission.

6.2 Handling of confidential documents

If the Assignment refers to a confidential document, a flag **CONFIDENTIAL** is added both in the list of "My ongoing assignments" and on the "Detail" page of that specific Assignment.

My ongoing assignments 					
[View legend]					
Order number ▲▼	Target ▲▼	Pages ▲▼	Deadline ▲▼	Attribution ▲▼	Status ▲▼
[2020/05761]	EL	12.7	08/07/2020 09:00	19/06/2020	Not yet returned
[2020/05681] CONFIDENTIAL	EL	35.3	08/07/2020 09:00	18/06/2020	Not yet returned
[2020/05649]	EL	89.7	06/08/2020 09:00	17/06/2020	Not yet returned

Once the Assignment has been awarded to you:

- the specific instructions to observe for the treatment of confidential documents that you have accepted while stating your availability, can still be consulted.
- the (confidential) original text (ORI) is available and can be downloaded for translation while the RSM file (summary) is not displayed anymore.

When the translation is completed, the procedure (IPR, upload FLM and or FLA if any, upload translation, etc.) is the same as for a non-confidential document.



IMPORTANT:

We remind you that **confidential** documents **must be treated with caution** and can **never be disclosed by email!** If you encounter technical problems, please inform us, and wait for our instructions. Please see also 4.2 Handling of confidential documents.

My ongoing assignment

CONFIDENTIAL Warning! This order is related to a confidential document. Please consult the instructions to be observed for its treatment.

2024/00028
Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language
Order number : 2024/00028 Attribution date : 23/02/2024
Origin: LUX
Follow up : -
Status : Not yet returned
Requirements : IPR ☒ TM ☐ LegisWrite ☐

[\[View legend \]](#)

Order details	Document	Lot	Deadline	Actions
Order form - 2024/00028 (46 kb)				[Download]
Requirements :	IPR <input checked="" type="checkbox"/>		TM <input type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (132 kb) Please read !				[Download]
DGT-2024-00025-00-00-EN-ORI-00.DOCX (36 kb)	EN => FR 		31/01/2025 23:59	[Download] [IPR]
• REF - DGT-2024-00025-00-00-EN-RSM-00.DOC (33 kb)				[Download]

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7. NEW TENDER ANNOUNCEMENT BY NEGOTIATED PROCEDURE

(= "Framework contract: Libre t Code pour les candidatures de traducteurs spontanées")

We highly recommend you to first read the **contractual provisions** and the conditions laid down in the **tender specifications** related to negotiated procedures. Click on the link "eXtra" at the bottom of the email message you have received and download these documents by clicking on the corresponding links to be found on the page with the new job details.

Submitting an offer implies that you accept the conditions laid down in the tender specifications and the contractual provisions. You undertake to perform the Assignment as requested in the **information sheet** (agreed deadline, number of pages, processing format, reference material to be used, delivery of translation memories, transfer of IPR, etc.). Please read carefully the instructions given in the information sheet by the Translation unit.

In this case, since negotiated procedure applies, you are invited to submit a bid online by entering **your price per language combination and per standard page including all costs relating to the performance of the contract**. The number of pages has been fixed by the Commission according to its own counting rules and is not subject to revision. The contract will be drawn up based on this fixed number of pages. You can send your bid [price per page] by clicking on [**Yes, I am available**] at the bottom of the page. Bids not submitted via the portal will be rejected.

Before stating your availability and price, you are also asked to accept the general conditions for negotiated procedures by ticking the box: "I adhere to **the contractual provisions** and to the conditions laid down in **the specifications for this tender**. I undertake to perform this service as requested in the information sheet (agreed deadline, number of pages, processing format, etc.)."

If you do not tick the box, your bid will neither be sent nor taken into consideration.

New tender by negotiated procedure

☒ I adhere to the **contractual provisions** and to the **conditions laid down in the specifications** for this tender. I undertake to perform this service as requested in the information sheet (agreed deadline, number of pages, processing format, etc.).

2020/06066

Framework contract : Libre t Code pour les candidatures de traducteurs spontanées

Order number : 2020/06066
Origin : BXL

Follow up : -

Requirements :

IPR ☒
TM ☐
LegisWrite ☐

Reply deadline (GMT+ 02:00) : 19/06/2020 12:13
Status : Pending

Tender details

Document	Lot - Price/Page	Pages	Deadline	Size	Actions
Information Sheet / Detailed instructions Please read !				54 kb	[Download]
ORI - DIGIT-2020-00050-00-69-EN-ORI-00.DOCX	EN => BG	160.8	23/12/2020 23:59	7391 kb	[Download]

Please enter your price/page : 25 , 00 (€)

Yes, I am available
Sorry, I am not available
Back

Until the reply's deadline has passed, you can view your submitted bid by following the link of the specific Assignment number. If you feel you have made an error, you can modify the data you have entered and submit your bid again before the reply deadline expires.

To keep track of your bid, print out this page for your records.



Under the negotiated procedure, the awarded job goes to the bid with the lowest price offered.

8. AMENDMENT TO AN EXISTING ASSIGNMENT


8.1 Change of deadline

You are currently working on the translation of a document. If for any reason, there is a need to change the deadline, the Request management team (Brussels or Luxembourg) will send you an amendment to the Assignment form.

In practice, you will receive an email, as usual, asking you to connect to the *eXtra Portal*. In "My Orders" screen, "My ongoing assignments", click on the Assignment form for which a change of deadline has been performed. There is a **new line Amendment – YYYY/12345_AVx²** and a **new deadline**.

There can be several amendments to an Assignment (AV1, AV2, AV3 etc.).

The download button will allow you to see the amendment form (pdf).

My ongoing assignment 


2024/00015

Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language


Order number : 2024/00015 Attribution date : 22/02/2024

Origin: BXL


Follow up : -

Status :  Not yet returned

Requirements : IPR ☒ TM ☐ LegisWrite ☐

 [View legend]

Order details

Document	Lot	Deadline	Actions
Order form - 2024/00015 (46 kb)			[Download]
Requirements IPR <input checked="" type="checkbox"/> TM <input type="checkbox"/> LegisWrite <input type="checkbox"/>			
Amendment - 2024/00015_AV1 NEW! View and acknowledge receipt by downloading the document			[Download]
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	EN => PT 	30/01/2025 23:59	[Download] [IPR]
• REF - BUDG-2024-00005-00-00-BG-PKG-00.zip (1354 kb)			[Download]
• REF - BUDG-2024-00005-00-00-BG-FLPC-00.HTML (8 kb)			[Download]



IMPORTANT:

Downloading the amendment form will give DGT the confirmation that **you agree with the new deadline** set.

Please note that the amendment is an addition to an existing Assignment. All other provisions of the initial Assignment remain unchanged.

² x refers to any number equal to or higher than 1;

8.2 Change of Assignment number details

You are currently translating a document. It might happen that the number of pages needs to be modified, or reference documents must be added to your Assignment. In such cases, the Request management team (Brussels or Luxembourg) must modify your Assignment. You will receive the same Assignment number followed by an underscore: **YYYY/12345_x**³ as the example below 2024/00030_1:

My ongoing assignment

2024/00030_1

Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language

Order number : 2024/00030_1

Attribution date : 26/02/2024

Origin: LUX

Follow up : -

Status : Not yet returned

Requirements : IPR ☒ TM ☒ LegisWrite ☐

[View legend]

Document	Lot	Deadline	Actions
Order form - 2024/00030_1 (47 kb)			[Download]
Requirements : IPR <input checked="" type="checkbox"/> TM <input checked="" type="checkbox"/> LegisWrite <input type="checkbox"/>			
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
DGT-2024-00139-00-00-EN-ORI-00.DOCX (36 kb)	EN => PL Not yet returned	07/03/2025 23:59	[Download] [IPR] [Upload FLM]
• REF - DGT-2024-00139-00-00-PL-FLPC-00.HTML (8 kb)			[Download]
• REF - DGT-2024-00139-00-00-PL-PKG-00.zip (364 kb)			[Download]
• REF - DGT-2024-00139-00-00-EN-REF-00.XLSX (48 kb)			[Download]

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More than one underscore can be applied to an Assignment number: YYYY/XXXXX_1, YYYY/XXXXX_2, YYYY/XXXXX_3, etc. In this case, the new modified one will replace the previous assignment number.

³ x refers to any number equal to or higher than 1

9. INTELLECTUAL PROPERTY RIGHTS (IPR)

**These provisions apply to ALL contracts
(framework contracts and negotiated procedures)**

An IPR Statement is a document to be signed by the creator of the translation (the contractor himself/herself, his/her employees and/or one or several of his/her subcontractors) to formally transfer the Intellectual Property Right (IPR) of the Assignment to the European Commission.

For each document translated you must fill in an editable form indicating if the Assignment was executed:

- exclusively by yourself if you are a natural person and you were the only person involved in the translation of the document.
- by yourself as an individual entrepreneur registered as a company (a legal person) or by your employed staff **and/or** by one (or more) subcontractor(s). If you are an individual entrepreneur registered as a company (a legal person) and you did the translation alone, you must indicate your name as the sole creator. In the other cases, you must indicate the name(s) of all persons involved in the translation of the document and the contractual relationship with these persons.

You also need to confirm that:

- the translation delivered is an original and free of any claims of third parties.
- you have all the relevant documents which prove the acquisition of all intellectual property rights.

You need to ask your employed staff and the subcontractors involved in the translation of the Assignment **to fill in and sign the related template** provided in the framework contract/contract awarded under negotiated procedures, and **keep this original document during the whole duration of the framework contract or contract awarded under negotiated procedures, plus seven years**, using the most appropriate medium to do so.



IMPORTANT:

DGT could ask you to provide the originals for control and audit purposes at any time during the whole duration of the framework contract or contract awarded under negotiated procedures, plus seven years.

9.1 Filling in your IPR forms

As soon as an Assignment has been awarded to you, the **[IPR]** button is available, and the form can be filled in and completed:

- Click on **[IPR]**.

Order details				
	Document	Lot	Deadline	Actions
	Order form - 2020/06006 (64 kb)			[Download]
Requirements :	IPR <input checked="" type="checkbox"/>		TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (78 kb) Please read !				[Download]
	AGRI-2020-80592-00-00-FR-TRA-00.DOCX (43 kb)	FR => PT	13/07/2020 09:00	[Download] [IPR] [Upload FLM]
	• REF - AGRI-2020-80592-00-00-FR-TRA-00.DOCX (43 kb)			[Download]
	• REF - AGRI-2020-80592-00-00-PT-REF-00.ZIP (171 kb)			[Download]

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The IPR editable form is displayed on your screen:

- **Option # 1:** to be ticked if you are **an individual freelancer contractor (natural person)** producing the entire translation on your own without the involvement of any third party and **[Confirm]**. Please note that contractors registered as private company in our system will not be able to select this option.
- **Option # 2:** to be ticked in all other cases. Indicate if it is through an **agreement** (subcontractor) or through an **employment contract** (employee) and **[Confirm]**.

The system will propose by default the most appropriate option according to the information we have on your legal status.

IPR

The assignment was executed: ☒ **OPTION 1** : to be ticked if you are an individual freelancer contractor (natural person) producing the entire translation on your own without the involvement of any third party.

☐ **OPTION 2** : to be ticked in all other cases

ConfirmCancel

In case option 2 has been selected, you can start filling the IPR form as follows:

The screenshot shows the 'IPR' form window. At the top, it says 'The assignment was executed:' followed by two radio button options: 'OPTION 1 : to be ticked if you are an individual freelancer contractor (natural person) producing the entire translation on your own without the involvement of any third party.' and 'OPTION 2: to be ticked in all other cases'. Below this, it says 'The above-mentioned results were prepared by:' followed by a dropdown menu with two options: 'through an agreement' (selected) and 'through an employment contract'. To the right of the dropdown is an 'Add Creator' button. At the bottom of the form are 'Confirm' and 'Cancel' buttons.

Please start indicating one of the transmission modes of the IPR:

- through **an agreement** meaning that **subcontractors** were involved.
- through **an employment contract** meaning that **employees** of your company were involved.

For TRAD23 assignments, when you chose the transmission mode “**through an agreement**” and you click on [**Add Creator**] the system will display a drop-down list in [**Add new ↓**] containing the names of the **subcontractors that were accepted by DGT**. Scroll down and click on the name of the subcontractor, then click on [**Add**] to confirm the entry.

If you need to change the list of subcontractors already approved by DGT, you must first inform DGT and provide the supporting documents for each addition. Once the new subcontractor has been approved by DGT you will be able to select the new name in order to fill in the IPR form. Please inform us in due time of any changes or additions to your subcontractors.

The screenshot shows the 'IPR' form window with more details. The 'The assignment was executed:' section is the same. Below, the 'The above-mentioned results were prepared by:' dropdown is set to 'through an agreement' (labeled 1). The 'Add Creator' button is labeled 2. Below this is a table with two main sections. The left section is titled 'Creator' (labeled 3) and has a radio button for 'through an agreement' (labeled 4). Below this is a dropdown menu showing 'James BOND' (labeled 3) and an 'Add' button (labeled 4). Below the dropdown are input fields for 'First Name' (James), 'Family name' (BOND), 'Company Name (if relevant)' (qwe), and 'Email address' (jamesbond@gmail.com). The right section is titled 'Rights to the results were transferred' (labeled 5) and has two radio button options: 'directly to the contractor' (selected, labeled 5) and 'to the contractor through the following intermediaries:'. Below the second option is an empty input field. At the bottom right of the table is a 'Delete' button. At the bottom of the form are 'Confirm' (labeled 6) and 'Cancel' buttons.

For internal staff, choose as transmission mode **“through an employment contract”**, click on **[Add Creator]** and the system will ask you to click on **[Add new ↓]** then click on **[Add]** to enable you to fill in the name of the **employee(s) of your company**. You can reuse the name of the employees that are already registered in the database.

For each employee you would like to register, please indicate the name (first name and family name), the name of the company (if any) as well as a **personal** e-mail address.

Subcontractors on Negotiated Procedures lists need also to be registered in the system in order to properly transfer IPR.

In any case, you should indicate:

- if the rights are transferred directly to the contractor,
- or through an intermediary. In the latter case, please indicate the name of the intermediary.

When the form is correctly completed, click on **[Confirm]**.

Please note that when the subcontractor is a company, Statements B+C+D are necessary.

If you want to delete an employee or subcontractor that you have added to the form that you are currently filling in, click on [**Delete**] in the column on the right side of the form for the employed staff or the subcontractor in question.

The assignment was executed:

☐ OPTION 1 : to be ticked if you are an individual freelancer contractor (natural person) producing the entire translation on your own without the involvement of any third party.

☒ OPTION 2: to be ticked in all other cases

The above-mentioned results were prepared by :

Creator	Rights to the results were transferred	
<input checked="" type="radio"/> through an employment contract <input type="button" value="Add new"/> <input type="button" value="Add"/> First Name <input type="text" value="Justin"/> Family name <input type="text" value="BIEBER"/> Company Name (if relevant) <input type="text"/> Email address <input type="text" value="justinbieber@gmail.com"/>	<input checked="" type="radio"/> directly to the contractor <input type="radio"/> to the contractor through the following intermediaries: <input type="text"/>	<input type="button" value="Delete"/>
<input checked="" type="radio"/> through an agreement <input type="button" value="Add new"/> <input type="button" value="Add"/> First Name <input type="text" value="James"/> Family name <input type="text" value="BOND"/> Company Name (if relevant) <input type="text" value="qwe"/> Email address <input type="text" value="jamesbond@gmail.com"/>	<input checked="" type="radio"/> directly to the contractor <input type="radio"/> to the contractor through the following intermediaries: <input type="text"/>	<input type="button" value="Delete"/>

The data regarding the employed staff or subcontractor will nevertheless be saved in the database and could be re-used for another Assignment by clicking on the drop-down list (**Add new ↓**).

Should you need to modify the data registered in the IPR form, click again on [**IPR**]. The form will be displayed and can be amended.



IMPORTANT:

You can change the data in the IPR form at any time **before** you upload & send your deliverables (translation + requested document(s)). No change is possible after you have sent your deliverables as the Outsourcing and operational support **will retrieve them immediately** from the *eXtra Portal*.

For **TRAD23** assignments, please note that **any changes** related to **subcontractors** should be notified in advance to DGT ([DGT-FL-CONTRACT](#)).

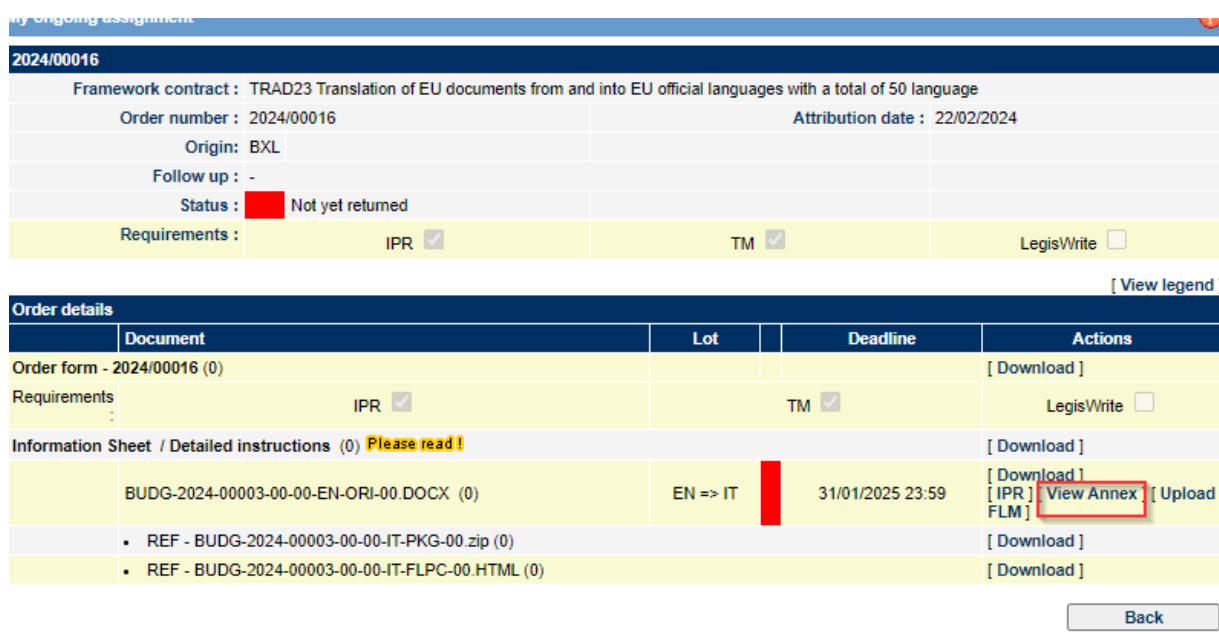
For **TRAD23 framework contracts** only, in **My Profile** tab, you will have an overview of the subcontractors approved by DGT with their status:



Tender	Title	Family name	First Name	E-mail	Company Name (if relevant)	LOTS	Status
TRAD23	Mrs			dgt-workflow-test@ec.europa.eu		EN=>NL	Valid

9.2 Printing and keeping your IPR statement

After filling in the form and clicking on [**Confirm**], you are returned to the Order details screen, where a new button is displayed [**View Annex**]:



Document	Lot	Deadline	Actions
Order form - 2024/00016 (0)			[Download]
Requirements :	IPR <input checked="" type="checkbox"/>	TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (0) Please read !			[Download]
BUDG-2024-00003-00-00-EN-ORI-00.DOCX (0)	EN => IT	31/01/2025 23:59	[Download] [IPR] View Annex [Upload FLM]
• REF - BUDG-2024-00003-00-00-IT-PKG-00.zip (0)			[Download]
• REF - BUDG-2024-00003-00-00-IT-FLPC-00.HTML (0)			[Download]

This button allows you to generate in pdf format the IPR form you have filled in.



The pdf Statement is to be printed, signed, and kept in your own records.

10. TRANSLATION MEMORIES ("TMs") and ANNEXES (SRC files)

10.1 Translation memories sent by the Commission

When a new job proposal is published on the *eXtra Portal*, in addition to the original document(s) to be translated, the Information sheet, and reference documents if any, there might be also a pre-processed translation package containing associated translation memories and/or files in the XLIFF format.

When a job is awarded to you, you can find on the *eXtra Portal* the Original, the Assignment form, the Information sheet, reference documents, if any, and the TMs which can be downloaded.

10.2 Sending your Translation memories (FLM)

DGT's Translation units can specify in the instructions indicated in the Information sheet that they wish to receive the Translation Memories (TM) you used for translating the document.

Order form - 2024/00016 (0)			[Download]
Requirements :	IPR <input checked="" type="checkbox"/>	TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>



IMPORTANT:

If DGT's Translation units ask for the Translation memories, upload them **before** uploading your translation!

Please note that the translation memories (XLIFF & tmx) can **only be uploaded as a zip file**.

A specific browsing field for uploading TMs is available in the 'Order details' screen **[Upload FLM]** (**FreeLance Memories**) as shown below:

My ongoing assignment

2024/00019

Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language

Order number : 2024/00019 Attribution date : 26/02/2024

Origin: BXL

Follow up : -

Status : ■ Not yet returned

Requirements : IPR ☒ TM ☒ Legis/Write ☐

[View legend]

Order details

Document	Lot	Deadline	Actions
Order form - 2024/00019 (46 kb)			[Download]
Requirements : IPR <input checked="" type="checkbox"/> TM <input checked="" type="checkbox"/> Legis/Write <input type="checkbox"/>			
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	EN => PL ■	07/02/2025 23:59	[Download] [IPR] [View Annex] [Upload FLM] [Upload FLA]
• REF - BUDG-2024-00005-00-00-EN-SRC-00.XLSX (48 kb)			[Download]
• REF - BUDG-2024-00005-00-00-PL-FLPC-00.HTML (8 kb)			[Download]
• REF - BUDG-2024-00005-00-00-PL-PKG-00.zip (387 kb)			[Download]

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10.2.1 Automation of Filename Controls

DGT uses a verification mechanism to check the names of the *.sdlxliff files uploaded to the *eXtra Portal* in the FLM zip archives. Designed to reduce the number of upload mistakes, the mechanism checks whether the file names comply with the DGT naming convention.

When you try to upload a zip archive containing *.sdlxliff files under an FLM, but the system fails to detect the *.sdlxliff file named to match the document in question, the system will prevent the upload, informing you of the error and asking you to correct it and re-upload the file.

Please pay special attention at the following aspects (taken from Freelance main general instructions):

- Please work only with the ***.sdlxliff files** provided by DGT.



IMPORTANT:

Do NOT rename the files provided by DGT or create your own *.sdlxliff files!

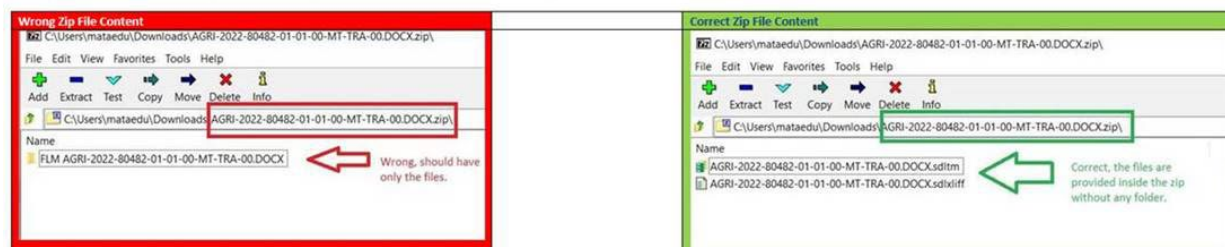
- If you have not been provided with an *.sdlxliff file for a document, but you were asked to provide it in the **FLM**, name the *.sdlxliff like this: <requesting service>-<4-digit year>-<5-digit dossier number>-<2-digit version>-<2-digit part>-00-<target-language>-TRA-00.<original file extension>.sdlxliff.

See example: AGRI-2022-80482-01-01-00-MT-TRA-00.DOCX.sdlxliff

- When uploading the FLM for an earlier version, **the FLM *.zip** should contain **only the *.tmx** file of the latest version. The target file (FLT) should be the FLT of the latest version.
- The **sdlxliff & tmx** files must be uploaded directly in a **zip.FLM**, and not in a folder inside that zip.FLM!

See also screenshots below:

The zip files should contain inside only files, without any folder. Please check below the correct example:



You can find additional information in the "[Freelance main general instructions](#)", Chapter 3.



The accepted formats *.tmx, *.sdlxliff, *.xml, *.HTM, *.HTML must be included in a **zip file** before being uploaded to the FLM field.

10.3 Sending your Annex (FLA) (SRC = Non editable content)

Some documents to be translated may contain non-editable images, graphics, or pie charts. To allow contractors to translate texts and captions included in these images, an Annex file containing an editable version of the texts is provided as reference document (often an xls file → **SRC** document).

As a rule, please note that **only** the text corresponding to the non-editable graphs in the document to be translated need to be translated in the SRC files. Any extra text included in the SRC files, but not in the source documents, must not be translated.

Once the translation of the text is completed, upload first the file as Annex (FLA → **FreeLance Annex**) in one of the following formats: * *doc*, **docx*, **xls*, **xlsx*, **ppt*, **pptx*, **zip*, **pdf*, **xml*, **rtf*, **txt*.



IMPORTANT:

Upload the Annexe(s) (if required) **before** uploading your translation!

If there are several annexes, please **zip** them.

The file must be uploaded through the field [**Upload FLA**] as shown below:

My ongoing assignment

2024/00019

Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language

Order number : 2024/00019

Attribution date : 26/02/2024

Origin: BXL

Follow up : -

Status : ■ Not yet returned

Requirements :

IPR ☒

TM ☒

LegisWrite ☐

View legend

Order details

Document	Lot	Deadline	Actions
Order form - 2024/00019 (46 kb)			[Download]
Requirements :	IPR <input checked="" type="checkbox"/>	TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	EN => PL ■	07/02/2025 23:59	<div> <div>[Download]</div> <div>IPR <input type="checkbox"/></div> <div>View Annex</div> <div>Upload FLM</div> <div>Upload FLA</div> </div>
• REF - BUDG-2024-00005-00-00-EN-SRC-00.XLSX (48 kb)			[Download]
• REF - BUDG-2024-00005-00-00-PL-FLPC-00.HTML (8 kb)			[Download]
• REF - BUDG-2024-00005-00-00-PL-PKG-00.zip (387 kb)			[Download]

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11. SENDING THE TRANSLATION TO THE COMMISSION

As soon as the IPR form is completed and all required documents, i.e. TMs (FLM) and/or Annex (FLA) have been uploaded, a new [**Upload**] button appears. It will enable you to upload your translation, as well as a comments file, if any.



The [**Download**] and the [**Upload**] links are displayed at the same level as the original document.

Display of this screen only if no additional document is required:

Order details				
	Document	Lot	Deadline	Actions
	Order form - 2024/00019 (46 kb)			[Download]
Requirements	IPR <input checked="" type="checkbox"/>		TM <input checked="" type="checkbox"/>	Legis/Write <input type="checkbox"/>
	Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
	BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	EN => PL	07/02/2025 23:59	[Download] [Upload] [IPR] [View Annex] [Upload FLM] [Upload FLA]
	• REF - BUDG-2024-00005-00-00-EN-SRC-00.XLSX (48 kb)			[Download]
	• REF - BUDG-2024-00005-00-00-PL-FLPC-00.HTML (8 kb)			[Download]
	• REF - BUDG-2024-00005-00-00-PL-PKG-00.zip (387 kb)			[Download]

Display of this screen if FLM (translation memories) and FLA (SRC files) are required:

Order details				
	Document	Lot	Deadline	Actions
	Order form - 2024/00019 (46 kb)			[Download]
Requirements	IPR <input checked="" type="checkbox"/>		TM <input checked="" type="checkbox"/>	Legis/Write <input type="checkbox"/>
	Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
	BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	EN => PL	07/02/2025 23:59	[Download] [Upload] [IPR] [View Annex] [Upload FLM] [Upload FLA]
	• REF - BUDG-2024-00005-00-00-EN-SRC-00.XLSX (48 kb)			[Download]
	• REF - BUDG-2024-00005-00-00-PL-FLPC-00.HTML (8 kb)			[Download]
	• REF - BUDG-2024-00005-00-00-PL-PKG-00.zip (387 kb)			[Download]

In the 'Order details' screen, you will find all details and reference documents (if any) related to the translation you are about to upload. You can view the original document to ensure that you are putting the right document in the right place.

If your Assignment contains several language combinations (ML documents, see point 11.5), they will be displayed in the document details, and you should carry out the upload accordingly.

Please be reminded that at this stage:

- FLM and FLA can still be changed (upload a new version),
- the IPR form can still be changed,
- **[IPR]** and **[Upload FLM]** & **[Upload FLA]** buttons are still available.

As soon as the deliverables have been imported by DGT, this will no longer be possible.

11.1 Sending your translation, comments, and other documents

To send your translation to the Commission, click on **[Upload]**:

Order details				
Document	Lot	Deadline	Actions	
Order form - 2024/00019 (46 kb)			[Download]	
Requirements : IPR <input checked="" type="checkbox"/>		TM <input checked="" type="checkbox"/>	Legis/Write <input type="checkbox"/>	
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]	
BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	EN => PL	07/02/2025 23:59	[Download] [Upload] [IPR] [View Annex] [Upload FLM] [Upload FLA]	
• REF - BUDG-2024-00005-00-00-EN-SRC-00.XLSX (48 kb)			[Download]	
• REF - BUDG-2024-00005-00-00-PL-FLPC-00.HTML (8 kb)			[Download]	
• REF - BUDG-2024-00005-00-00-PL-PKG-00.zip (387 kb)			[Download]	

A new page opens → **Document details**

Please read carefully and follow the instructions displayed on this screen. They will enable you to deliver your translation on time in case you encounter technical problems.

You are ready to **send** your **finished document** to the Commission.

This screen gives you all details related to the document you are about to upload. Please check the language combination displayed to make sure that you are uploading the right document.

Pick up your document by clicking on " Browse " and selecting the file containing the final version from your hard disk; **Zipped files are not accepted in this field**. You can also submit your comments for a specific job on a separate file. Click on " **Browse** " accordingly. Add any other comments under "Remark" you think necessary and click on " Send ". **NB: Do not sign the remark with your name!**

If an error occurs, the system will add a new " Send by e-mail " button on this screen next to " Send ". An **error identification key** will be generated. Click on " Send by e-mail ", attach your final completed translation and send it to the requests management team. You can keep a copy of this error for your records by clicking on " View ". Remember that if no error is generated and you are still unable to upload your file, to meet the delivery deadline, we would ask you to send your translation, **except for confidential files – you must write us the problem you are having**, to our requests management team by e-mail: dgt- freelance-bru@ec.europa.eu (Brussels) or dgt-freelance-lux@ec.europa.eu (Luxembourg),

From this screen, you can send:

Document details		
Order number :	2024/00019	
Original document :	BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	[View]
Lot :	EN => PL	Pages : 8.3
Deadline :	07/02/2025 23:59	Status : ■
First upload date :		Last upload date :
Uploaded file size :		In evaluation :
Uploaded file :		
Contact :	Elzbieta.MARKOWSKA@ec.europa.eu	
Document :	<input type="button" value="Choose File"/>	BUDG-202...LT-00.DOCX
My comments :	<input type="button" value="Choose File"/>	BUDG-202...C-00.DOCX
Remark :	<div></div>	
	<input type="text" value="0"/>	Maximum 1900 characters
		<input type="button" value="Send"/> <input type="button" value="Cancel"/>

- The target **translation file**: next to "**Document**", click on and select the file of your final translation.



IMPORTANT:

Do **NOT upload zip files** to this field unless the translation unit specifically asked you to do so.

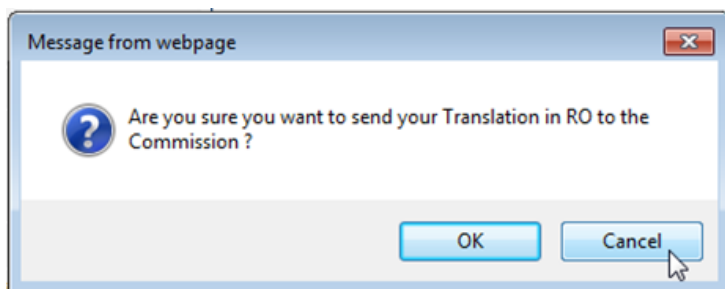
Please remember that your translation file should have the same file format as the original (exception: pdf originals, for which the translation must be uploaded in .docx format).

- A **comments file**: you can also submit your comments for a specific job in a separate file. Next to "**My comments**", click on to upload your comments' document if any.
- Any other **remarks** you think necessary in the field "**Remark**".

These remarks will automatically be sent by email to the translation unit's secretariat. **Do not sign the remark with your name!** All remarks for the evaluators are to be sent in the separate comments file **only**.

When your document(s) is(are) uploaded, click on **Send**.

The following warning message is displayed:



Check again the product, the language, and all details.

If you accept [**OK**], your deliverables will be sent to DGT via the *eXtra Portal*.

After that, the status of the Assignment will turn to "**Fully returned**":

My ongoing assignment

2024/00019
Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language
Order number : 2024/00019 Attribution date : 26/02/2024
Origin: BXL
Follow up : -
Status : **Fully returned**
Requirements : IPR ☒ TM ☒ LegisWrite ☐

[\[View legend \]](#)

Order details

Document	Lot	Deadline	Actions
Order form - 2024/00019 (46 kb)			[Download]
Requirements : IPR <input checked="" type="checkbox"/>		TM <input checked="" type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	EN => PL	07/02/2025 23:59	[Download] [Upload] [View Annex] [Upload FLM] [Upload FLA]
• REF - BUDG-2024-00005-00-00-EN-SRC-00.XLSX (48 kb)			[Download]
• REF - BUDG-2024-00005-00-00-PL-FLPC-00.HTML (8 kb)			[Download]
• REF - BUDG-2024-00005-00-00-PL-PKG-00.zip (387 kb)			[Download]

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IMPORTANT:

Please upload only **finalised** deliverables to the *eXtra Portal*.

As soon as you click "OK" to send your translation, the documents will be immediately retrieved and automatically imported into DGT systems. This will happen regardless of the day and time set for delivery (= Deadline) indicated in the Assignment form.

Once DGT has retrieved your deliverables from the Portal, the Assignment status will change into **"In evaluation"** and the **[Upload]** buttons will be removed.

When the automatic import is complete, it will only be possible for you to view and download the deliverables that you have submitted.

My ongoing assignment

2024/00005

Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language

Order number : 2024/00005

Attribution date : 17/01/2024

Origin: LUX

Follow up : -

Status : In evaluation

Requirements :

IPR ☒

TM ☐

LegisWrite ☐

[View legend]

Order details

Document	Lot	Deadline	Actions
Order form - 2024/00005 (46 kb)			[Download]
Requirements :	IPR <input checked="" type="checkbox"/>	TM <input type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
DGT-2023-00111-00-00-EN-ORI-00.DOCX (20 kb)	EN => BG	18/04/2024 23:59	[Download] [Detail] [View Annex]
• REF - AGRI-2024-00005-00-00-BG-PKG-00.ZIP (192 kb)			[Download]

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However, the Assignment remains in **"My ongoing assignments"** screen until your invoice has been registered in DGT's system:



At this stage it will be NO longer possible to upload new deliverables.

If you noticed that you uploaded the wrong files, please contact our Request management teams in Brussels or Luxembourg depending on the origin of the Assignment (for details please see section 11.4).

11.2 Contradictory procedure - late delivery

According to the contractual provisions, the European Commission must provide the contractor with a possibility to submit observations when it intends to apply liquidated damages because the deliverables were delivered late.

In "My Orders" under "**Order details**", you can submit your observations via the link **[Observations regard late delivery]**:

2024/00006

Framework contract : TRAD23 Translation of EU documents from and into EU official languages with a total of 50 language

Order number : 2024/00006 Attribution date : 17/01/2024

Origin: BXL

Follow up : -

Status : ☒ In evaluation

Requirements : IPR ☒ TM ☒ LegisWrite ☐

[View legend]

Document	Lot	Deadline	Actions
Order form - 2024/00006 (46 kb)			[Download]
Requirements : IPR <input checked="" type="checkbox"/> TM <input checked="" type="checkbox"/> LegisWrite <input type="checkbox"/>			
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
			[Observations regard late delivery]
BUDG-2024-00005-00-00-EN-ORI-00.DOCX (36 kb)	EN => BG	17/01/2024 14:59	[Download] [Detail] [View Annex] [Download FLM]
• REF - BUDG-2024-00005-00-00-BG-PKG-00.zip (192 kb)			[Download]

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From the receipt of our notification, you have 5 working days to submit your observations. Please note that the system removes the possibility to send observations **after the 5 working days** or **as soon as the observations were sent**.

You can submit your *observations for late delivery* as a small text via the specific field (*maximum length is 1900 characters*) and/or in a separate file as an attachment; click on **Browse** & upload your file:

Contradictory Procedure

Contradictory Procedure Description

Document details

Order number : 2021/00011

Lot : EN => CS

Deadline : 15/03/2021 16:30 Status : ☐

Contact : DGT-WORKFLOW-TEST@ec.europa.eu

Observations regard late delivery

Write your observations for late delivery... &/or upload a file with your observations in the Document Browser field below:

0 Maximum 1900 characters

Document : **Browse...** No file selected.

[Send] [Cancel]

Check your sending after having attached your file &/or your comments in the 'Observations regards late delivery' field and click on the button **[Send]**.



Sending observations regarding late delivery can only be done **once** and cannot be cancelled or changed.

Once you have clicked on **[Send]**, the link becomes **[View observations regard late delivery]**; you can visualise your observations at any time as long as the Assignment's status is not yet **Closed**.

[\[View legend \]](#)

Order details				
	Document	Lot	Deadline	Actions
Order form - 2021/00011 (46 kb)				[Download]
Requirements :	IPR <input checked="" type="checkbox"/>		TM <input type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (55 kb) Please read !				[Download]
[View observations regard late delivery]				
	DGT-2021-00094-00-00-EN-ORI-00.DOCX (49 kb)	EN => CS	15/03/2021 16:30	[Download] [Detail] [View Annex]

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In the window "Contradictory Procedure", you can open the file containing your observations by clicking on **[View]**:

Contradictory Procedure	
Contradictory Procedure Description	
Document details	
Order number : 2021/00011	
Lot : EN => CS	
Deadline : 15/03/2021 16:30	Status :
Contact : DGT-WORKFLOW-TEST@ec.europa.eu	
Observations regard late delivery Your observations for late delivery	
File name: DGT-2021-00094-00-00-CS-COND.DOCX	[View]
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11.3 Sending your translation files under a Negotiated Procedure



IMPORTANT:

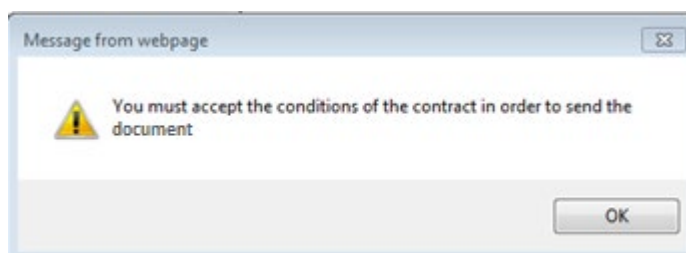
For contracts under **negotiated procedure** (see point 7), when your documents are ready to be uploaded, and before you can send them, you will be asked to formally accept the **conditions of the contract** by clicking on the **[Sign Contract]** button.

For your convenience, the contractual conditions that you have already agreed upon when submitting your offer will be accessible again by clicking on "conditions of the contract".

The same applies to the instructions for the handling of confidential documents.

Document details		
Order number :	2020/06066	
Original document :	DIGIT-2020-00050-00-69-EN-ORI-00.DOCX (7391 kb)	[View]
Lot :	EN => BG	Pages : 160.8
Deadline :	23/12/2020 23:59	Status :
First upload date :		Last upload date :
Uploaded file size :		In evaluation :
Uploaded file :		
Contact :	DGT-WORKFLOW-TEST@ec.europa.eu	
Document :	U:\BXL\TREFLE TEAM\Tests TREFLE\T	Browse...
My comments :		Browse...
Remark :	<div></div>	
	0 Maximum 1900 characters	
SIGNATURE :	I accept the conditions of the contract	Sign Contract
		<div>Send Cancel</div>

If you fail to [**Sign Contract**], you will not be able to send your translation, and a warning pop-up will be displayed:



Once the contract is signed, the [Sign Contract] button is disabled (becomes greyish); you can now [**Send**] your deliverables to DGT:

SIGNATURE :	I accept the conditions of the contract	Sign Contract
		<div>Send Cancel</div>

As soon as you click on the [**Send**] button, DGT.03.004, will retrieve **immediately** your deliverables from the eXtra Portal. The **Assignment form** will be updated with the **date, time, and the EU LOGIN UID**:

<u>Special instructions</u>	<u>Translation to be sent</u>	<u>Tables/graphs/diagrams</u>
<input checked="" type="checkbox"/> Reference document(s) attached	<input checked="" type="checkbox"/> via the eXtra Portal	<input checked="" type="checkbox"/> reproduce in full
<input checked="" type="checkbox"/> Translation to be delivered in LegisWrite format		<input type="checkbox"/> type text only
<input checked="" type="checkbox"/> Do not return in PDF / TIF format		
<p>Read and approved the Contractor</p> <p>25/02/2021 10:40:00 by ecas: ntextmla</p>	<p>K. KETTIG-BAUER Head of Unit L/01/00000/1855</p>	

11.4 Sending a new version to replace your first upload

In case you discover that you have uploaded the wrong deliverables, please contact DGT as soon as possible. We will either make a turn back in our system enabling you to upload your new version or ask you to send us the new version by email.

For any query regarding a particular Assignment, send an email to the "**contact**" person indicated on the "Document details" screen. We highly recommend you to add the *requests management team* (dgt-freelance-bru@ec.europa.eu for Brussels / dgt-freelance-lux@ec.europa.eu for Luxembourg) in copy of your e-mail, to make sure that it is read on time by the relevant colleagues in DGT.

11.5 Sending back a translation of a multilingual document

Some documents to be translated are written in two (or three) languages. Such jobs may therefore contain one original split into two (or three – which is the maximum) different source languages. As the system is based on language combinations, you will find twice (or three times) on the screen the same reference number of the multilingual job (*- **LG**-ORI-*), **one for each source language** that needs to be translated into the **same target** language.

You are expected to produce **one single document** in the required target language containing the complete translation of the text of two (or three) source languages. To upload your translation, click on one of the available [**Upload**] links of the screen

and send the file, the second link (and the third one, if any) will automatically change to **[Detail]**, that's to say that you close all treatments in one go.

My ongoing assignment

You have accepted the following contractual provisions and the conditions stipulated in the specifications, the 15/03/2021 at 16:11

2021/00012

Framework contract : Libre t Code pour les candidatures de traducteurs spontanées

Order number : 2021/00012

Attribution date : 15/03/2021

Origin: LUX

Follow up : -

Status : Not yet returned

Requirements :

IPR ☒

TM ☐

LegisWrite ☐

[View legend]

Order details

Document	Lot	Deadline	Actions
Order form - 2021/00012 (46 kb)			[Download]
Requirements :	IPR <input checked="" type="checkbox"/>	TM <input type="checkbox"/>	LegisWrite <input type="checkbox"/>
Information Sheet / Detailed instructions (55 kb) Please read !			[Download]
DGT-2021-00096-00-00-ML-ORI-00.DOCX (62 kb)	EN => CS 	15/03/2021 16:30	[Download] [Upload] [IPR] [View Annex]
DGT-2021-00096-00-00-ML-ORI-00.DOCX (62 kb)	FR => CS 	15/03/2021 16:30	[Download] [Upload] [IPR] [View Annex]

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IMPORTANT:

Do **NOT** deliver two (or three) separate translations (one per source language), as the second upload will replace the first one in the system, and so on, and the delivered translation will therefore be **incomplete**.

Note that the system **immediately retrieves** the deliverables as soon as you click on the **[Send]** button.

11.6 Upload error

Whenever the system detects an error while the document is being uploaded onto the portal, an error identification key will be generated and a [**Send by mail**] button will be added on the Upload screen next to [Send]. We advise you to keep a copy of the generated error (PDF file) as proof of an upload error for your own records.



Please, remember that if no error is generated and you are still unable to upload your file, you should send your translation to our requests management team by e-mail: dgt-freelance-bru@ec.europa.eu for Brussels or dgt-freelance-lux@ec.europa.eu for Luxembourg, so that you can meet the delivery deadline.

If you have problems with **confidential documents**, please wait for our instructions. **Never send such documents via e-mail!**

11.7 Details of a document that has already been delivered

Data regarding any delivered document and the document itself remain available online on the “document history” of the “Order details” screen of a specific Assignment displayed on the “My ongoing assignment” screen.

All Assignments remain displayed on the list of the “My ongoing assignments” screen until the invoice has been registered in DGT’s system. However, as soon as the requesting department of DGT has performed and completed the evaluation, the quality rating and the feedback file will be added on the “Feedback” screen.

12. FEEDBACK AND QUALITY ASSESSMENT OF THE TRANSLATION

12.1 Feedback

DGT intends to provide you with as much feedback as possible to help you to comply with the quality requirements.

Click on the *Feedback* screen and check if new files have been posted. You should consider this part as a sort of personal mailbox, where you will be notified every time a new feedback file is uploaded ("NEW!" alert).

Feedback							
Order number ▲ ▼	Document ▲ ▼	Lot ▲ ▼	Quality ▲ ▼	Feedback	Acknowledge	Ready for invoicing	
2024/00005	Assignment 2024/00005 : AGRI-2024-00005-00-00	EN => BG	10.00 %	[View] NEW!	05/02/2024	✗	
2024/00006	Assignment 2024/00006 : BUDG-2024-00005-00-00	EN => BG	75.00 %	[View]	18/01/2024	✗	

If for any reason DGT modifies the feedback file and sends a new version of it, you will be alerted with the sign "Updated!". The alert signs "NEW!" and "Updated!" are removed as soon as you click on **[View]**:

2025/00054	AGRI-2020-80672-00-00 FR => PT	90.00 %	[View] Updated!	16/01/2025	17/01/2025	F&T Portal
------------	--------------------------------	---------	-------------------	------------	------------	------------

The deliverables still under evaluation and/or not yet accepted are tagged with a red cross and cannot be invoiced yet.

The *Feedback* screen also provides you with the **[Ready for invoicing]** information as soon as the Assignment can be invoiced to DGT via the F&T Portal, see points 12.5 and 14 below.



We invite you to **download the feedback file** as soon as it appears in the Feedback tab. Please note that the feedback file is removed from the *eXtra Portal* as soon as you have invoiced on the F&T Portal.

12.2 *Quality assessment of the translation*

Once your delivered translation has been evaluated by the translating unit, a new line will be added at the top of the *Feedback* screen.

Your translation will receive a quality rating which is expressed as a percentage value between 0% and 100%:

- An assignment that fully complies with our quality requirements and is usable as it stands on delivery, ready for publication without further formatting, revision, review, or correction by DGT, will have a quality rating of 100%.
- An assignment that only partly complies with our quality requirements and therefore needs our intervention, will have a lower quality rating.
- For assignments with a quality rating below 20.0%, extensive revision or full or partial retranslation will be required on our side to make the translation fit for its intended purpose. In such cases, a price reduction of 80.0% will be applied. For these assignments, a formal contradictory procedure needs to be followed and respected to submit your observations (see chapter 12.3).

In case you do not agree with the quality rating or with the error marking (type and/or severity of errors), you may directly contact the corresponding translation unit and **submit your comments via email**.



IMPORTANT:

Any change of the evaluation mark based on your comments is only possible **before** the **mark is acknowledged** either manually by you or by the system at the end of the 10 working days period.

Please be aware that you **cannot revoke the acknowledgement**.

12.3 Contradictory procedure - poor quality translations

According to the contractual provisions, the European Commission must provide the contractor with a possibility to submit observations when it intends to apply liquidated damages because the deliverables received are considered of very poor quality. This is the case when translations receive a quality rating below 20.0%.

You have the possibility to submit your observations in the "**Feedback**" tab via the link **[Observations regard quality]**:

new jobs

My Orders

Feedback

My Invoices

My profile

English

Important legal notice

Cookies

Contact

Help

Feedback

Order number	Document	Lot	Quality	Feedback	Acknowledge	Ready for invoicing	
2024/00005	Assignment 2024/00005 AGRI-2024-00005-00-00	EN => BG	10.00 %	[View] New!	[ACK] [Observations regard quality]	✗	

From the receipt of our notification, you have **5 working days** to submit your observations.

Please note that the **system removes** the possibility to send observations after the **5 working days elapsed or as soon as the observations were sent**.

You can submit your observations regarding quality as a small text via the specific field (*maximum length is 1900 characters*) and/or in a separate file as an attachment; click on **[Browse]** & upload your file.

Check your sending after having attached your file &/or your comments in the 'Observations regards quality' field and click on the button **[Send]**:

Contradictory Procedure	
Contradictory Procedure Description	
Document details	
Order number :	2021/00824
Lot :	EN => IT
Deadline :	29/01/2021 23:59
Contact :	Vicente.Bestard@ec.europa.eu
Status :	
Observations regard quality	<div>Your observations regard quality</div>
	0 Maximum 1900 characters
Document :	Upload your observation file, if any Browse...
	<div>Send Cancel</div>



IMPORTANT:

You can submit your observations regarding quality **only once** and it cannot be cancelled or modified.

Observations not submitted through the *eXtra Portal* will not be considered.

Once you have submitted your observations, the link becomes [*View observations regard quality*]; you can visualise your observations at any time as long as the Assignment's Status is not yet **Closed**.

Order number ▲▼	Document ▲▼	Lot ▲▼	Quality ▲▼	Feedback	Acknowledge	Ready for invoicing	
2024/00005	Assignment 2024/00005 : AGRI-2024-00005-00-00	EN => BG	10.00 %	[View]	05/02/2024	✗	

In the window '*Contradictory Procedure*', you can open the file containing your observations by clicking on [**View**]:

Contradictory Procedure

Contradictory Procedure Description

Document details

Order number : 2021/00824

Lot : EN => IT

Deadline : 29/01/2021 23:59

Contact : Vicente.Bestard@ec.europa.eu

Status :

Observations regard quality

Please find attached observations for FISMA/2021/80006 _ Thank you!

File name: FISMA-2021-80006-00-00-IT-CONQ.DOCX

[View]

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12.4 Acknowledgement of the quality rating

Once your translation is evaluated, you are requested to acknowledge the quality rating received so that the invoicing process can start. To acknowledge the quality rating, just click on [**ACK**] on the Feedback screen.

This acknowledgement must be done within 10 working days.

If you fail to acknowledge the quality rating within 10 working days, the system will automatically do it at the end of the 10-working day period.

Once you have acknowledged the quality rating, the [**ACK**] button is replaced by the date of acknowledgement.



IMPORTANT:

Please be aware that you **cannot revoke the acknowledgement**, done either manually by yourself or automatically by the system!

The acknowledgment of the quality rating will trigger the information for the invoicing of the related Assignment.

12.4.1 Very low quality rating (below 20.0%)

If you receive a quality rating below 20.0%, you will not be allowed to acknowledge the quality rating.

In this case, you will receive an automatic email containing the quality rating and informing you that the Commission intends to apply liquidated damages of 80% of the value of the Assignment form. You may submit your observations as indicated in point 12.3.

Your observations will be examined, and we will let you know the final decision of DGT regarding the application of liquidated damages.

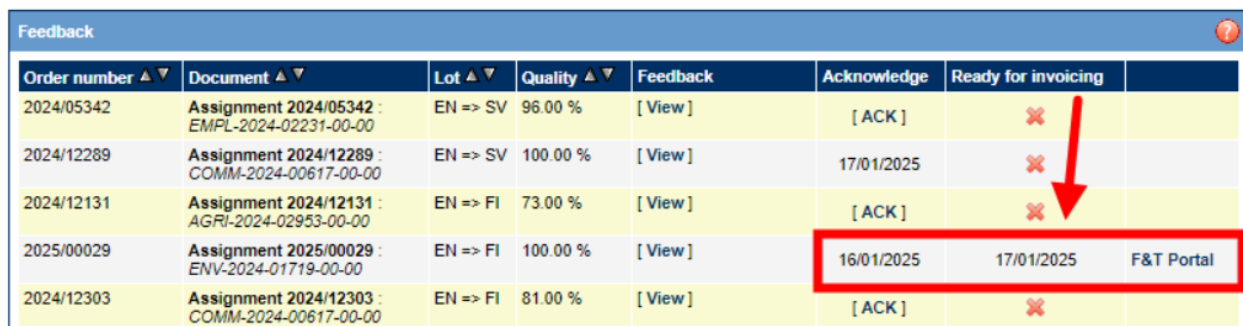
The system will automatically acknowledge the mark at the end of the 10-days period.

12.5 Ready for invoicing

Once the quality rating has been acknowledged (manually or automatically), DGT will confirm it in the system. The status of the Assignment will turn to "Ready for Invoicing" and the "Ready for invoicing date" is displayed.

The link to the "**F&T Portal**" will appear and you can access it (see point 14 and seq.) to prepare and send your invoice.

This latter action (invoicing) will close the life cycle of your Assignment.



Order number ▲ ▼	Document ▲ ▼	Lot ▲ ▼	Quality ▲ ▼	Feedback	Acknowledge	Ready for invoicing	
2024/05342	Assignment 2024/05342 : EMPL-2024-02231-00-00	EN => SV	96.00 %	[View]	[ACK]	✗	
2024/12289	Assignment 2024/12289 : COMM-2024-00617-00-00	EN => SV	100.00 %	[View]	17/01/2025	✗	
2024/12131	Assignment 2024/12131 : AGRI-2024-02953-00-00	EN => FI	73.00 %	[View]	[ACK]	✗	
2025/00029	Assignment 2025/00029 : ENV-2024-01719-00-00	EN => FI	100.00 %	[View]	16/01/2025	17/01/2025	F&T Portal
2024/12303	Assignment 2024/12303 : COMM-2024-00617-00-00	EN => FI	81.00 %	[View]	[ACK]	✗	

Payment shall be made within **30 days** of receipt of the invoice once the European Commission has accepted it.

We remind you that the **feedback file is removed** from the *eXtra Portal* as soon as you have invoiced on the F&T Portal.

13. HOW TO DISCONNECT FROM THE *eXtra* PORTAL?

The *Disconnection* box remains permanently on display on the left-hand side of the screens. Click on « Logout *User Id* » when you decide to quit the *eXtra Portal*. Logging out from the *eXtra Portal* will also disconnect you from EU Login.

F&T Portal

14. INVOICING & PAYMENT

A portal called EU Funding & Tenders Portal "**F&T Portal**" is available for DGT's external translators. The purpose of this portal is to automate the creation of the invoice and to send it electronically to DGT.

On the [EU Funding & Tenders Portal eProcurement wiki](#), in the left menu, under Contracts, there is a dedicated page on [Invoice management \(DGT\)](#). The page includes detailed description of the processes related to contractor's invoices.

14.1 Computer environment

The F&T portal supports at least the following web browser environments:

- Internet Explorer 11
- Chrome - Version 50
- Firefox 38 ESR
- Safari 9

14.2 Connect to the F&T Portal

To connect to the **F&T Portal**, on the *eXtra* Portal's Feedback screen, click on the link next to an Assignment you want to invoice.

Please note that you can only invoice an Assignment when it is "Ready for invoicing" and the red cross has been replaced by the date of approval of the delivery.

Feedback							
Order number ▲ ▼	Document ▲ ▼	Lot ▲ ▼	Quality ▲ ▼	Feedback	Acknowledge	Ready for invoicing	
2024/05342	Assignment 2024/05342 : EMPL-2024-02231-00-00	EN => SV	96.00 %	[View]	[ACK]	✗	
2024/12289	Assignment 2024/12289 : COMM-2024-00617-00-00	EN => SV	100.00 %	[View]	17/01/2025	✗	
2024/12131	Assignment 2024/12131 : AGRI-2024-02953-00-00	EN => FI	73.00 %	[View]	[ACK]	✗	
2025/00029	Assignment 2025/00029 : ENV-2024-01719-00-00	EN => FI	100.00 %	[View]	16/01/2025	17/01/2025	F&T Portal
2024/12303	Assignment 2024/12303 : COMM-2024-00617-00-00	EN => FI	81.00 %	[View]	[ACK]	✗	

14.3 Invoice Management

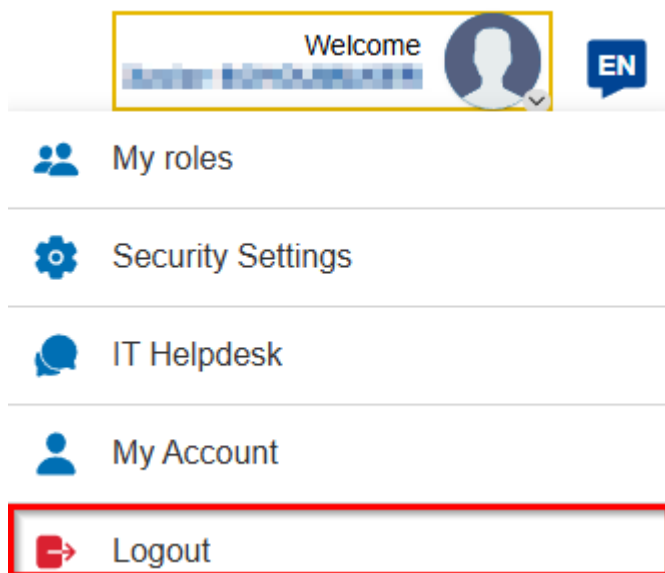
The steps to be followed for managing the contractor's invoices (i.e., creating and sending a new invoice, viewing, downloading, or duplicating an existing invoice, or deleting an invoice) are explained in the [Invoice management \(DGT\)](#) page.

Please follow the instructions from the page.

If you encounter difficulties or have questions, please send an email to DGT-FL-Portal-manager@ec.europa.eu and we will help you with pleasure.

14.4 Log out of the F&T Portal

To log out of the F&T Portal, click on your profile at the top right and select 'Logout'.



You will then be asked to log out from EU Login.

To log in again, please go through a link on the eXtra Portal feedback screen.
