TPLS
Third Party Logistics Support

EDA

European Third Party Logistics Support (TPLS) Platform for Crisis Management Operations

HOW TO USE THE TPLS PLATFORM (Economic Operators)

Information contained in the TPLS Platform may be commercially sensitive. Such information must be treated accordingly. Users are invited to read the "Purpose and Functioning of the EU TPLS Platform" document before making use of the TPLS Platform.

Register to the TPLS Platform

General principles

1. It is the intention of the TPLS Platform to interact with a single Point of Contact per Economic Operators (so called "Company PoC") for all access and administrative issues related to the use of the TPLS Platform.

2. Access to the TPLS Platform can be granted to several users per Economic Operators, as indicated during the registration process.

3. All TPLS Platform founding and basic documents are available on-line under the help tab.

4. Once registered, Economic Operators will be able to update their profile as they wish. An alert will be sent to the TPLS Platform Administrative Cell in such cases.

Procedure

1. Connect to http://www.eda.europa.eu/tpls/;
2. Click on "Register" and "Register as an Economic Operator";
3. Start the registration process:

a. **On Paper:**
   i. Complete and sign the Registration Request and the accompanying Acknowledgment for Economic Operators form;
   ii. Return both forms to the EU TPLS Platform Administrative Cell, as indicated in the form.

b. **Online:**
   i. Click on "continue" to start the online registration process;
   ii. Complete your company details as required and submit your application for assessment (it is of utmost importance that the information you provide is correct and accurate since it will be the main basis of the assessment);
   iii. Once your application has been positively assessed on the basis of the eligibility criteria set up by the "Purpose and Functioning of the EU TPLS Platform" document,

you will receive confirmation by e-mail, indicating your username and a temporary password, as well as an activation link.

Additional Information

Eco-Label: Economic Operators are invited to indicate if they have been awarded such label. A Flower which is the symbol of the European Eco-Label would appear next to your company name in the catalogue of services in case of a positive answer.

Points of Contact: Economic Operators are invited to indicate as "Point of Contact 1", the person assigned to interact with the TPLS Platform as the primary Point of Contact for all access and administrative issues related to the use of the TPLS Platform ("**Company PoC**").

Important notice: All messages sent using the "send message" option of the Catalogue of Services will be directed automatically to the e-mail address of the "Company PoC".

Economic Operators are invited to indicate as "Point of Contact 2", the person assigned to dealing with Requests for Quotation ("**Request for Quotation PoC**")

Economic operators can indicate as many Points of Contact as they deem necessary to facilitate the identification of the appropriate experts.

Operating Environment:
Permissive: A benign environment where no special protective measures or procedures are necessary for a contractor to operate and where there is good infrastructure.

Semi-permissive: An environment where special procedures are required to enable contractors to deploy and operate. There will be limitations on infrastructure availability. There will be a medium to low risk of acts of war from enemy, terrorist or insurgency or of direct or indirect action against or potentially affecting the contractor.

Non-Permissive: Contractors should not normally operate in a non-permissive environment but where required to do so would require force protection and life support. Special procedures are required to enable contractors to deploy and operate. There will be a high risk or actual occurrence of acts of war from enemy, terrorist or insurgency or of direct or indirect action against or potentially affecting the contractor.

Place an ad in the Catalogue of Services:

It is recommended to consult the "pdf version" of the Catalogue of Services available online to facilitate the identification of the various services included in the catalogue and obtain a brief description of the former. Such description can also be viewed by clicking on the respective information button.

Select all services you offer before clicking on "Next"

Notes:

The brief description of the services included in the Catalogue of Services has to be considered a guide. Economic Operators will be invited to declare their actual capabilities at the next step.

If services offered by you are not included in the online Catalogue of Services, please contact the TPLS Platform Administrative Cell.

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4. Detail your ad (this information will only be visible to you and Contracting Authorities):

   You will have to fill as many forms as services you have selected. Please note that this information **is not mandatory** but is aimed at providing you the opportunity to advertise your capabilities and performance as comprehensively as possible to contracting authorities.

   Information provided should be correct, accurate and of general nature. Use, if needed, the copy paste function to facilitate the insertion of data to the respective fields. You cannot create attachments to this form.

5. Click on "Finish" to complete the registration process.

The registration process may take up to two weeks. The TPLS Platform Administrative Cell will notify you in case additional or specific information was required.

Main Functionalities of the TPLS Platform

The TPLS Platform offers you the following services aiming primarily at facilitating the identification of possible commercial solutions in support of EU Crisis Management Operations.

Business Opportunities

- **This area enables you to view current Business Opportunities advertised by Contracting Authorities:**
  - Economic Operators as well as Contracting Authorities can create an alert in order to be kept informed of newly advertised business opportunities.

After Login

Catalogue of Services and List of Services Providers

- **This area enables you to**:
  - Identify Economic Operators;
  - Identify services offered by other Economic Operators;
  - Identify Economic Operators Points of Contact;
  - Contact Economic Operators ("send message" feature).

To view contact details and basic information about services offered by Economic Operators, click on the box next to the name of the respective Economic Operator.

Contact Us

- **Click on "Contact" for any request for assistance or support.** Your query will be transferred to the TPLS Platform Administrative Cell.