INTERNAL USER GUIDE

A Guide to the European Space Agency Electronic Mail Invitation to Tenders System (EMITS)

A Quick Guide for Applicants requesting an EMITS User Account

European Space Agency Web page:  http://www.esa.int/esaCP/index.html
EMITS web page:  http://emits.esa.int/emits/owa/emits.main
## Introduction

1. Before applicants can use or view applications to tender using EMITS (*Electronic Mail interface for Invitations to Tender System*) they will need to have an account setup by the Research Office.

   Use the ESA link: [http://www.esa.int/esaCP/index.html](http://www.esa.int/esaCP/index.html)

2. Click on the **Business with ESA** button on the left to access the ESA Portal.

   The following screen will appear:

3. Click on the **EMITS** button (on the right of the screen) to access EMITS Portal.
The following screen will appear:

The Research Office are the administrators for the EMITS system, and all Users must have an account. To request a User Account you must contact the Research Office.

New Users must send to rs.compliance@imperial.ac.uk the following details:

- First Name, Middle and last Name;
- Role at Imperial College;
- Faculty and Department Name and Address;
- Email Address.

Your request will then be sent to the ESA Helpdesk who will contact you with your username and password.

**C**

**Help**

1. **EDS Service Desk**
   
   CITI English/French lines
   
   Tel: +39 06 941-80700
   
   Email: servdesk@esa.int

   **ID Helpdesk - ESA Corporate Applications**
   
   Tel: +39-06-941-80700
   
   Email: IDHelp@esa.int
   
   FAX number: +39 080 3853846