

EEN Match Guidelines

Part 1 The Search Page

Visit www.eenmatch.eu to access EEN Match. You do not need to be a registered user in order to use our search page.

Start searching by entering keywords of your interest and press .

To narrow your search, you can choose between the *search categories* Offer, Request and EU-project. You can also restrict your search to certain *target countries*.

Categories

By default, all three categories are included. Use the following buttons to exclude or include categories in your search.



Offer: Someone has *technology* or a *business offer* and is looking for partners.



Request: Someone is asking for *technology* or a *business solution* and is looking for partners.



EU-project: Someone is looking for partners to *their* EU-project or would like to join *your* EU-project.

Countries

By default, search results from *all* available countries are presented in every new search. If you want to change this, click on the globe button to the left. This will open the *Choose countries* menu.



Choose countries: Click on the flags to select a single country or a group of countries.

Press  to select *only EU countries*, or press  to select *only non-EU countries*.

You can *undo* your selection by pressing  (then *all* countries are selected by default).

When you are ready, click  to close the menu.

Part 2 The Result List

A successful search will create a result list with cooperation opportunities matching your criteria. The estimated relevance for each match is shown by a percentage figure.



All keywords found, mainly in the **title**.



All keywords found, mainly in the **summary**.



All keywords found, mainly in the **description**.



All keywords found in the **remaining text fields**.



Some keywords found.



Parts of some keywords found.

Each match is presented in a box showing an excerpt. To read more, just click on the box. This will open a new browser tab with [more information](#).

Part 3 Monitor Your Searches

After each search, a *search monitor button* will become visible. Press the button to *save* your search. All saved searches will also be *monitored*.

A monitored search will be performed *automatically* once a week, and if the search shows any new matches, you will be notified via email.



Monitor search: In order to save your searches, you need to be logged in. If you are not logged in when you press this button, you will be redirected to the login page (see [Part 5](#)).

New partnership proposals are added to our database every day. Saving and monitoring your most important searches will guarantee that you never miss an opportunity to form new, valuable partnerships.

Part 4 The Profile Page

A *profile* is a detailed presentation of a partnership proposal. Every match shown in the result list has its own *profile page*.

When you find an interesting cooperation opportunity in the result list, just click on it to open the profile page in a new browser tab.

At the top of each profile page you will find general information about the *type of profile* (Offer, Request or EU-project), the *POD reference* (a unique profile ID used by Enterprise Europe Network), the *profile creation date*, and the *country of origin*.

Buttons on the profile page

Press  to *do a new search*. This will open the search page in the *same* browser tab.

Press  to *print the profile*. This will open the print dialogue and generate a printer friendly profile page. Not available on smartphones and tablets.

Press  to *save the profile as a favourite* (you will be asked to log in). You can access your favourites from *My favourites* (see [Part 8](#)).

Press  to *share the profile via email*. This will open your default email client and allow you to send a link. Not available on smartphones and tablets.

Use    to *share the profile on Facebook, LinkedIn or Twitter*.

Click to Connect

The most important button is *Click to Connect*, which is shown below. This button enables you to get in touch with the *profile owner*, which is the first step towards forming a new business partnership.

Initial communication between you and the profile owner goes through Enterprise Europe Network (EEN). The service is free of charge, but in order to connect, you need to register on the website, log in, and find your nearest EEN contact (see [Part 6](#)).



The button will compose an email to your nearest EEN contact (using your default email client). In the email, you will find a few questions that help you supply your contact with relevant information about your business. When you are ready to send the email, simply click the send button in your default email client.

Part 5 The Login Page

You need to be logged in at EEN Match in order to use the most essential features (monitoring searches, saving favourites, and connecting).

Whenever some part of the website needs you to log in, you will be automatically redirected to the *login page*. Fill in your username or email and password. Then press  to log in.

At the top left corner of the search page, you will find the *account button*.



When you are logged in, your username will be shown below this button. Press the button to open your account page (see [Part 6](#)). If you *are not* logged in, this is a direct link to the login page.

Register a new account

Before you can log in, you need to register as a user of the website. In order to do that, you need to have a valid email address.

To register, simply go to the login page, click on the link that says *Register*, choose a username and fill in your email address. Press  to complete the registration. You will then receive a confirmation email with a link to the *choose password page*, see below.

Choose password

If you need a new password, then go to the login page, click on the link that says *Lost your password?* and fill in your username or email address. Press  and you will receive a confirmation email with a link to the *choose password page*. Once you visit that page, choose a password wisely, and click  again to reset the password.

Part 6 The Account Page

When you are **logged in**, you have access to your account page.

At the top right corner you will find  (*your email*),  (*your country*),  (*your postcode*) and  (your EEN contact). The first time you log in, you should update your country and your postcode (press *Update*) in order to enable the website to automatically find your nearest EEN contact.

Log out

On the account page you will find a *Log out* button.

Part 7 My Searches

The lower part of the [account page](#) is reserved for your *saved searches* and your *favourites*. Press  to open the *My searches* section.

You can save up to five searches that will be shown on the list here. To manually repeat a saved search, just click on it.

Every saved search is being automatically monitored (see [Part 3](#)). Click  to remove a search from the list. If you remove all your saved searches, you will no longer receive any emails from us.

Part 8 My Favourites

On the [account page](#), press  to open the *My favourites* section.

You can save up to five favourites that will be shown on the list here. To open the profile page of a favourite, just click on the excerpt box. Click  to remove a favourite from the list.

If your favourites become outdated, their colour will change to grey in order to indicate that they are no longer valid.

Part 9 Frequently Asked Questions

How do I search for a specific POD reference?

Search for *POD* followed by *reference*. Example: *POD BOES20170224001*

How do I add my own project to the EEN database?

Go to your [account page](#). To the right of the symbol  you will find the email address of your EEN contact. Send an email, and EEN will get back to you with further instructions on how to register your project.

Why does the website ask for my email address?

We need your email address to be able to send email alerts to you when new matches are found for your [monitored searches](#).

EEN Match follow EU's General Data Protection Regulation. This means we will not show, give or sell your email address (or any other information) to anyone. If you want to delete some personal information, simply log in and click  Manage account.