
E-TENDERING SERVICES

EPPS0915 - FILL IN AN E-ATTESTATION CERTIFICATE



VERSION 2.0 - 05/15

Filling an eAttestation certificate

EPPS0915

Purpose

Suppliers are able to create a complete supplier profile through the eAttestations functionality, which allows the supplier users to fill in (upload of supplier certificates, financial profile, etc.) the supplier certificates available on the e-Tendering system and utilise them when they are required on the advertised procurement procedures.

Please contact the e-PPS Helpdesk for any technical issues. Although note that particular questions regarding the actual tender process, specifications or points of clarification should be made directly to the relevant Contracting Authority.

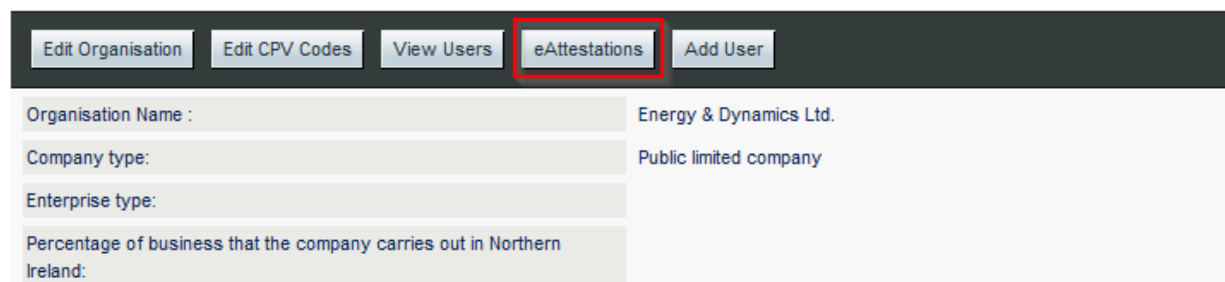
Procedure

- After logging in, select the “EO management” option displayed under the “EO administration” menu group.



- Click on the “eAttestations” button, as shown below

View Organisation





e-Attestations

Edit Organisation eAttestations

List Of Certificates

Valid Invalid

Select	Title	Status	Creation date	Modification date	Document
<input type="radio"/>	test for tpt(ID:1400682985054)	Valid		19/10/2015 18:06:00	Download Zip
<input type="radio"/>	certificate 1(ID:1404915848342)	Valid		30/06/2015 18:00:43	Download Zip
<input type="radio"/>	teAt for testing ts(ID:1410357287185)	Valid		10/09/2014 16:55:31	Download Zip
<input type="radio"/>	test ev(ID:1410791874161)	Valid		21/07/2015 10:58:11	Download Zip
<input type="radio"/>	test attach for ecert(ID:1410801984971)	Valid		15/09/2014 20:27:03	Download Zip
<input type="radio"/>	test editing headers(ID:1413375205770)	Valid		30/06/2015 17:48:52	Download Zip
<input type="radio"/>	Test Certificate 1(ID:1420718362114)	Valid	08/01/2015 13:59:22	08/01/2015 14:00:17	Download Zip
<input type="radio"/>	Insurance Certificates and Brokers(ID:1421073429064)	Valid	12/01/2015 16:37:09	12/01/2015 16:37:44	Download Zip
<input type="radio"/>	07012015B(ID:1421852109731)	Valid	21/01/2015 16:55:09	28/07/2015 13:12:35	Download Zip
<input type="radio"/>	Certification Questionnaire(ID:1421854203652)	Valid	21/01/2015 17:30:03	21/01/2015 17:32:36	Download Zip

50 results in total. Displaying: 1-10

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Results Per page: Goto Page:

Add new certificate

Edit certificate documents

Download selected certificates



- From the list of your certificates, select the Certification that you wish to see or complete and select “Edit certificate documents”. Alternatively, you may also add a new certificate that is not included in that list by pressing the “Add new certificate” button. Then, select the certificate you wish to add from the pop-up window.

Add certificate

Mary 30072015	<input type="radio"/>
Mary 30072015 B	<input type="radio"/>
test threshold	<input type="radio"/>
Revoke 2	<input type="radio"/>
Revoke 3	<input type="radio"/>
Certificate F	<input type="radio"/>
Copy of Certificate A	<input type="radio"/>
Certificate Dates	<input type="radio"/>
23052016 mary testing	<input type="radio"/>
Copy of 23052016 mary testing	<input type="radio"/>
Insurance Certificates and Brokers [23167]	<input checked="" type="radio"/>

- As you may see in the screenshot below, “Invalid” status indicate that this certificate is not completed (certificates at invalid status are highlighted with red colour), while completed certificates at “Valid” status indicate that all mandatory information has been provided (certificates at valid status are highlighted with blue colour).



e-Attestations

Edit Organisation eAttestations

List Of Certificates

Valid Invalid

Select	Title	Status	Creation date	Modification date	Document
<input type="radio"/>	test for tpt(ID:1400682985054)	Valid		19/10/2015 18:06:00	Download Zip
<input type="radio"/>	certificate 1(ID:1404915848342)	Valid		30/06/2015 18:00:43	Download Zip
<input type="radio"/>	teAt for testing ts(ID:1410357287185)	Valid		10/09/2014 16:55:31	Download Zip
<input type="radio"/>	test ev(ID:1410791874161)	Valid		21/07/2015 10:58:11	Download Zip
<input type="radio"/>	test attach for ecert(ID:1410801984971)	Valid		15/09/2014 20:27:03	Download Zip
<input type="radio"/>	test editing headers(ID:1413375205770)	Valid		30/06/2015 17:48:52	Download Zip
<input type="radio"/>	Test Certificate 1(ID:1420718362114)	Valid	08/01/2015 13:59:22	08/01/2015 14:00:17	Download Zip
<input type="radio"/>	Insurance Certificates and Brokers(ID:1421073429064)	Valid	12/01/2015 16:37:09	12/01/2015 16:37:44	Download Zip
<input type="radio"/>	07012015B(ID:1421852109731)	Valid	21/01/2015 16:55:09	28/07/2015 13:12:35	Download Zip
<input type="radio"/>	Certification Questionnaire(ID:1421854203652)	Valid	21/01/2015 17:30:03	21/01/2015 17:32:36	Download Zip

50 results in total. Displaying: 1-10

Page 1 of 5

Results Per page: 10 Goto Page: 1

Add new certificate

Edit certificate documents

Download selected certificates



e-Attestations

Edit Organisation eAttestations

List Of Certificates

Valid Invalid

Select	Title	Status	Creation date	Modification date	Document
<input type="radio"/>	test for tpt 2(ID:1404922036185)	Invalid		21/07/2015 13:46:35	Download Zip
<input type="radio"/>	07082014 new(ID:1410964767138)	Invalid			Download Zip
<input type="radio"/>	07082014 certificate template(ID:1410964807526)	Invalid		13/07/2015 14:00:54	Download Zip
<input type="radio"/>	CertificateTemplateTest1(ID:1425040543729)	Invalid	27/02/2015 14:35:43		Download Zip
<input type="radio"/>	Copy of abc 17022015(ID:1425045173671)	Invalid	27/02/2015 15:52:53		Download Zip
<input type="radio"/>	mary 3(ID:1426071859252)	Invalid	11/03/2015 13:04:19		Download Zip
<input type="radio"/>	KA(ID:1429090789499)	Invalid	15/04/2015 12:39:49		Download Zip
<input type="radio"/>	30042015 - Cert 1(ID:1431440239939)	Invalid	12/05/2015 17:17:19		Download Zip
<input type="radio"/>	Certificate 1(ID:1436529528155)	Invalid	10/07/2015 14:58:48	27/07/2015 17:14:05	Download Zip
<input type="radio"/>	Copy of mary 3(ID:1437475237633)	Invalid	21/07/2015 13:40:37		Download Zip

23 results in total. Displaying: 1-10

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Results Per page:

Goto Page:

Add new certificate

Edit certificate documents

Download selected certificates

- Fill in any field missing indicated by red colour. In order to edit a field press on the little pencil icon, as seen below:

Edit Certificate

Name : 05022015 certificate template by mary

Click on the pencil to edit the certificate

± Subsection Here

Text field for certificate

ABC Size : 50

Status : Invalid

Economic Operator response :

Attachments :

Validate Back

- Repeat the above for all criteria set up for the particular certificate. Please note that some criteria may require that you upload a file, select an option from a list, etc.
- Once all questions have been replied to, click on the “Validate” button

Edit Certificate

Name : 05022015 certificate template by mary


± Subsection Here

Text field for certificate

ABC Size : 50

Status : Valid

Economic Operator response : Text

Attachments : 

Click on "Validate"

Validate Back

- In case your certificate validates successfully, a success message is displayed (see screen below). If the certificate does not validate successfully, the system will display the particular validation errors found on the responses.

Edit Certificate

A green message appears when the certificate has been validated successfully

✓ Certificate validated successfully Close

Name : 05022015 certificate template by mary


Subsection Here

Text field for certificate

REC Size : 50

Status : Valid

Economic Operator response : Text

Attachments : 

Validate Back

-END OF DOCUMENT-