

---

# **E-TENDERING SERVICES**

## **EPPS0918 – PUBLISHING A SUBCONTRACTING OPPORTUNITY**



**VERSION 3.0 – 03/2020**

---

# Publishing a Subcontracting Opportunity

## EPPS0918

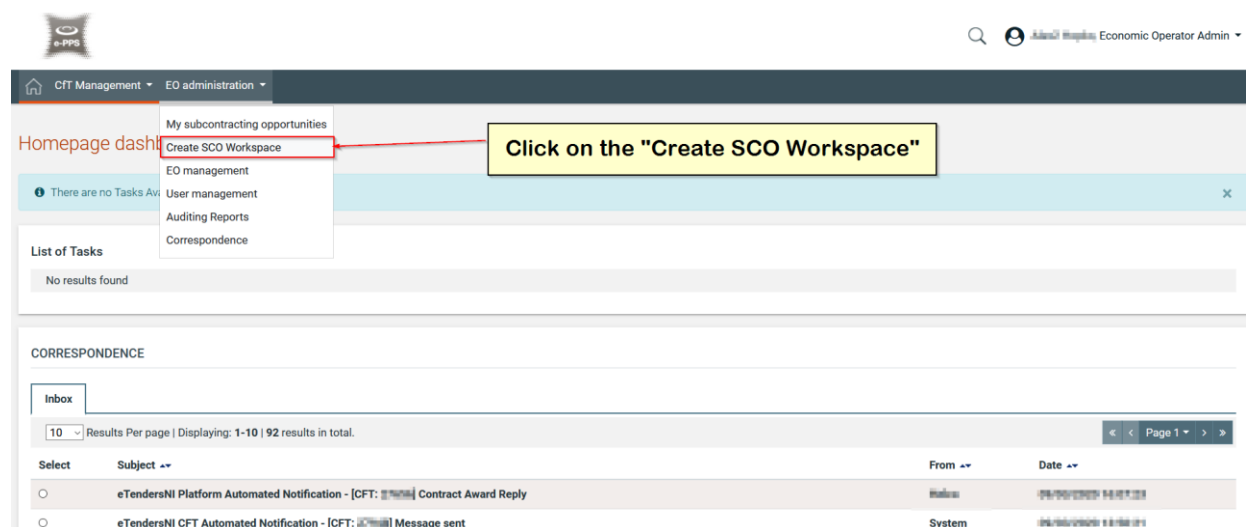
### Purpose

An EO is able to publish a subcontracting opportunity on eTendersNI after being awarded a Call for Tender. This guide describes the steps necessary in order to publish a subcontracting opportunity.

Please contact the eTendersNI Helpdesk for any technical issues.

### Procedure

- After logging in, select the “Create SCO Workspace” option from the “EO administration” menu.



- Fill in all the mandatory fields of the Sub-Contracting Opportunity (SCO). For the “CfT Title” field, please select the Call for Tender for which you wish to publish a subcontracting opportunity from the dropdown menu.

Create SCO Workspace

WORKSPACE INFORMATION

**Fill in all the mandatory fields**

Title \*

Cft Title \*

- Select Cft -

Description \*

(Maximum characters: 50000)

Contact Information \*

Valid Until \*

Procurement Type \*

- Select Procurement Type -

**Fill in all the mandatory fields**

**Select the Cft for which you wish to publish a subcontracting opportunity from the dropdown menu**

CANCEL CREATE SCO WORKSPACE

- After filling in all the mandatory fields, click on the "Create SCO Workspace" button

Create SCO Workspace

WORKSPACE INFORMATION

Title \*

Cft Title \*

Description \*

49957 remaining characters

Contact Information \*

Valid Until \*

Procurement Type \*

Services

**Click on the "Create SCO Workspace"**

CANCEL CREATE SCO WORKSPACE

\* Fields with asterisk are mandatory

When completed, the system displays the sub-contracting opportunity details (see below screen). At this point, the subcontracting opportunity is already published.



### View SCO Workspace

<b>END OF CONTRACT NOTICE</b>		<a href="#">EDIT</a> <a href="#">DELETE</a>
TITLE:	CFI Management	
CFT TITLE:	CFI Management - Contracting Opportunity Notice and Marketing System	
DESCRIPTION:	CFI Management - Contracting Opportunity Notice and Marketing System	
PROCUREMENT TYPE:	Services	
CONTACT INFORMATION:	CFI Management - Contracting Opportunity Notice and Marketing System	
VALID UNTIL:	23/04/2020	
PUBLISHED:	23/04/2020 14:48	

**-END OF DOCUMENT-**