
E-TENDERING SERVICES

EPPS0903- EDITING SUPPLIER ORGANISATION DETAILS



VERSION 2.0 – 05/15

Editing Supplier Organisation details EPPS0903

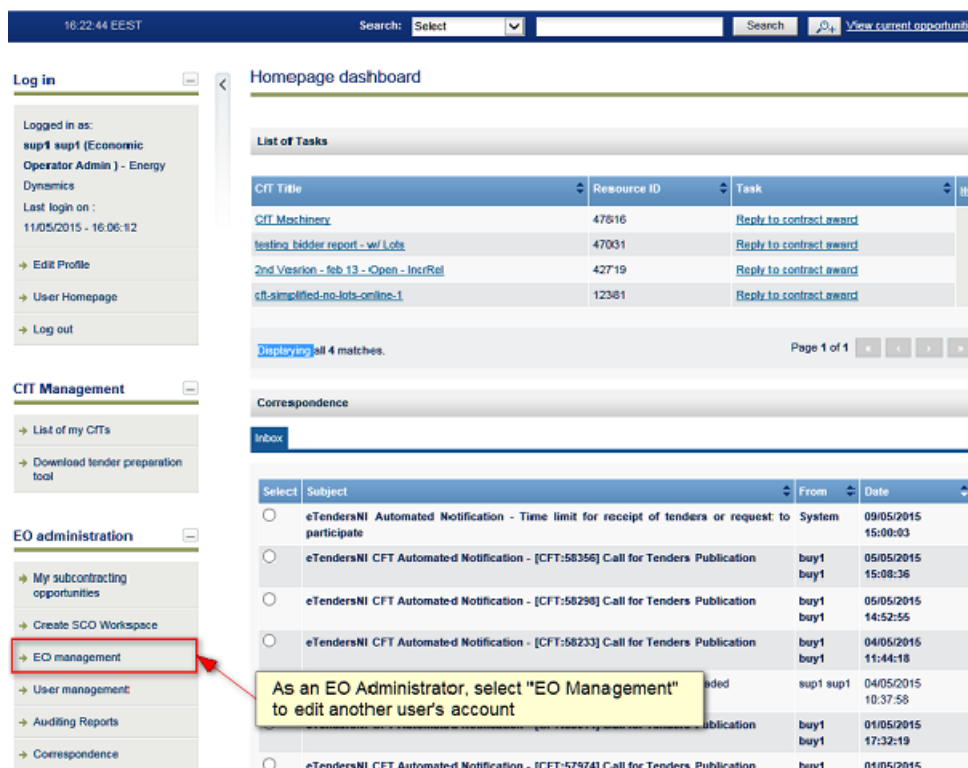
Purpose

It is important to keep company records up to date on the e-PPS system so that emails etc. are sent to the correct user address.

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 addressed directly to the relevant Contracting Authority.

Procedure

- Select the “User Management” option from the “EO Administration” menu.



The screenshot shows the e-PPS system interface. On the left, there is a navigation menu with the following sections: 'Log in', 'CFT Management', and 'EO administration'. Under 'EO administration', the 'EO management' option is highlighted with a red box. A red arrow points from this box to a yellow callout box containing the text: "As an EO Administrator, select 'EO Management' to edit another user's account". The main content area shows a 'Homepage dashboard' with a 'List of Tasks' table, a 'Correspondence' section, and an 'Inbox' table.

CFT Title	Resource ID	Task
CFT Machinery	47516	Reply to contract award
Testing bidder report - w/ Lots	47031	Reply to contract award
2nd Version - feb 13 - Open - Incr/Ret	42719	Reply to contract award
cft-simplified-no-lots-online-1	12381	Reply to contract award

Select	Subject	From	Date
<input type="radio"/>	eTendersNI Automated Notification - Time limit for receipt of tenders or request to participate	System	09/05/2015 15:00:03
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:58356] Call for Tenders Publication	buy1 buy1	05/05/2015 15:08:36
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:58298] Call for Tenders Publication	buy1 buy1	05/05/2015 14:52:55
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:58233] Call for Tenders Publication	buy1 buy1	04/05/2015 11:44:18
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:57974] Call for Tenders Publication	buy1 buy1	01/05/2015 17:32:19
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:57974] Call for Tenders Publication	buy1 buy1	01/05/2015

The system displays the “View Organisation” page, which contains the following buttons:

- “Edit Organisation”
- “Edit CPV Codes”
- “View Users”

- eAttestations
- Add User
- Select the “Edit Organisation” option



The screenshot displays the 'Edit Organisation' page in the e-Sourcing system. The page is titled '13:14:20 EEST' and includes a search bar and a 'View current opportunities' link. The user is logged in as 'sup1 sup1 (Economic Operator Admin) - Energy Dynamics'. The page features a navigation menu with the following options: 'Edit Organisation', 'Edit CPV Codes', 'View Users', 'eAttestations', and 'Add User'. The main content area shows the organisation details for 'Energy Dynamics', including the company name, type, and various identification numbers. Callouts provide instructions for each menu item: 'To modify organisation details (address, email etc.)' for 'Edit Organisation', 'To view supplier users registered in the organisation' for 'View Users', 'To add new users to the organisation' for 'Add User', 'To register new CPV codes or modify the existing ones' for 'Edit CPV Codes', and 'To complete supplier profile certificates (e.g. financial profile, etc.)' for 'eAttestations'.

The system displays the organisation details page and these can be now amended by the EO Administrator.

18:26:37 EEST
Search: [View current opportunities](#)

Log in

Logged in as:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics
Last login on :
11/05/2015 - 16:06:12

- Edit Profile
- User Homepage
- Log out

Cft Management

- List of my CFTs
- Download tender preparation tool

EO administration

- My subcontracting opportunities
- Create SCO Workspace
- EO management
- User management
- Auditing Reports
- Correspondence

Information

- View current opportunities

Edit Organisation Profile

Edit Organisation
eAttestations

Add User
View Users

* Organisation Name :

* Company type:

* Enterprise type:

* Please state the percentage of business that the company carries out in Northern Ireland:

Constructionline Number:

* Are you a Social Economy Enterprise (SEE)?: Yes No

* Are you a Voluntary or Community (VOC)?: Yes No

If you selected "Sole Trader" from Company type above then please enter any information if applicable to you to assist us in identifying you. If you have selected any other Company Type then as a minimum requirement you must complete at least one of the following to register.

Company Registration Number:

VAT number: GB -

D-U-N-S number:

* Address:

* Postal Code:

* City:

* Country:

* Email:

* Phone Number:

Fax:

Status:

* Fields with asterisk are mandatory

- When done editing the account, click on the “Save” button.

If validation rules are not met, the system then shows a validation message, as shown below, and does not allow the user to continue (also changes made are not yet saved). The user then can amend the information and save again.

Most frequently violated validation rules are listed below:

- Password format incorrect (e.g. too short, etc.)
- Use of invalid characters (the system does not allow the use of the "&", ">", "<" and "%" characters)
- Not valid email address

13:19:46 EEST Search: Select Search View current opportunities

Log in

Logged in as:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics
Last login on :
12/05/2015 - 12:40:23

→ Edit Profile
→ User Homepage
→ Log out

CFT Management

→ List of my CFTs
→ Download tender preparation tool

EO administration

→ My subcontracting opportunities
→ Create SCO Workspace
→ EO management

Edit Organisation Profile

An error has occurred:

- Organisation Name is invalid.

Close

Edit Organisation | eAttestations

Add User | View Users

* Organisation Name : Energy Dynamics-

* Company type: Public limited company

* Enterprise type: -Select Enterprise Type-

* Please state the percentage of business that the company carries out in Northern Ireland: -Select NI percentage-

Constructionline Number: 4016

* Are you a Social Economy Enterprise (SEE)?: Yes No

* Are you a Voluntary or Community (VOC)?: Yes No

If you selected "Sole Trader" from Company type above then please enter any information if applicable to you to assist us in identifying you. If you have selected any other Company Type then as a minimum requirement you must complete at least one of the following to register.

Company Registration Number:

VAT number: 456788917 GB

D-U-N-S number:

A green success message is displayed after the details have been successfully modified.

17:34:05 EEST Search: Select Search View current opportunities

Log in

Logged in as:
sup1 sup1 (Economic Operator Admin) - Energy Dynamics
Last login on :
11/05/2015 - 16:06:12

→ Edit Profile
→ User Homepage
→ Log out

CFT Management

→ List of my CFTs
→ Download tender preparation tool

EO administration

Edit Organisation Profile

The organisation was updated successfully.

Close

Edit Organisation | eAttestations

Add User | View Users

* Organisation Name : Energy Dynamics

* Company type: Public limited company

* Enterprise type: -Select Enterprise Type-

* Please state the percentage of business that the company carries out in Northern Ireland: -Select NI percentage-

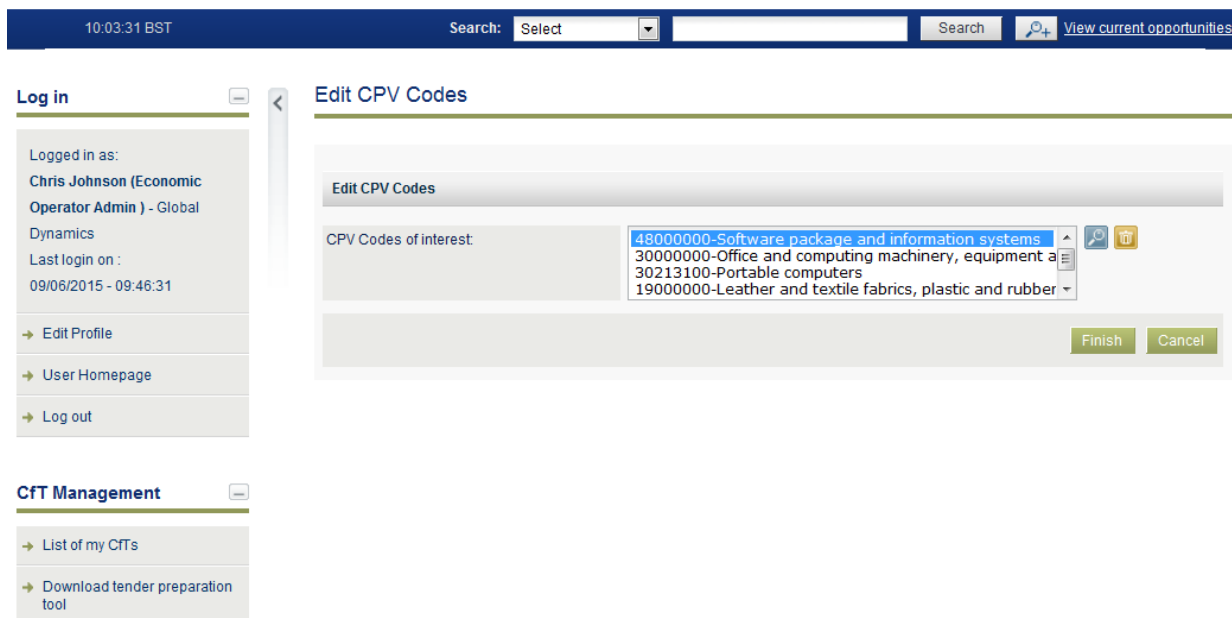
Constructionline Number: 4016



* Are you a Social Economy Enterprise (SEE)?: Yes No

* Are you a Voluntary or Community (VOC)?: Yes No

- If necessary, some modifications can also be made on the CPV of interest for this particular organisation. Select the "Edit CPV Codes" option

The system allows the user to register new CPV Codes or modify the existing ones, in order to systematically receive email notifications, each time a new tender opportunity is published in the eTendersNI system for this CPV code.



The user can add new CPV codes by the use of the  button. The button  is used to delete a selected CPV code. For more information about how to use the CPV codes see section **Error! Reference source not found. Error! Reference source not found.** .

After adding the CPV code of interest, the user can select “Finish” and a green success message is displayed after the details have been successfully modified.

10:09:20 BST Search: Select Search [View current opportunities](#)

Log in

Logged in as:
Chris Johnson (Economic Operator Admin) - Global Dynamics
Last login on:
09/06/2015 - 09:46:31

→ Edit Profile
→ User Homepage
→ Log out

CfT Management

→ List of my CfTs
→ Download tender preparation tool

EO administration

→ My subcontracting opportunities
→ Create SCO Workspace

View Organisation

Your changes have been saved successfully [Close](#)

Edit Organisation Edit CPV Codes View Users eAttestations Add User

Organisation Name :	Global Dynamics
Company type:	Private limited company
Enterprise type:	Large Enterprise (range for number of employees 251 and more)
Percentage of business that the company carries out in Northern Ireland:	76-99%
Council Area:	
Constructionline Number:	4016
Are you a Social Economy Enterprise (SEE)?	Yes
Are you a Voluntary or Community (VOC)?	Yes
Company Registration Number:	12345678
VAT number:	
D-U-N-S number:	
Approval Date:	
Approved By:	
Address:	Main Str.

In case your EO organisation is invited to participate in a simplified below threshold opportunity, please note that all users registered in your organisation will receive the invitation notification by email (EO Admins and EO Users).



The CPV codes of interest that are registered against your above organisation data are used by the system to send automated email notifications each time a new tender opportunity is published in the eTendersNI system for these CPV codes. Such email notifications are sent only to EO Admins.

-END OF DOCUMENT-