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## **E-TENDERING SERVICES**

### **EPPS0916 – UTILISING AN E-ATTESTATION CERTIFICATE**



**VERSION 5.0 – 03/2020**

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## Utilising an eAttestation certificate EPPS0916

### Purpose

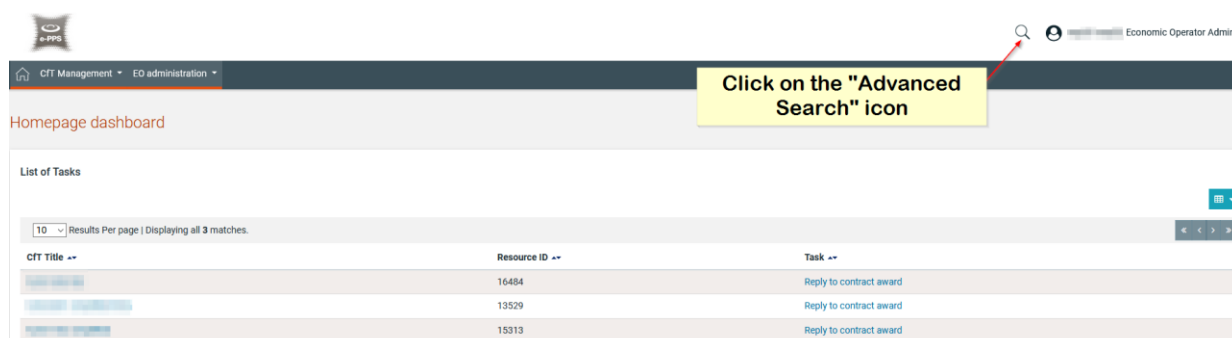
Suppliers are able to create a complete supplier profile through the e-Attestations functionality, which allows the supplier users to fill in (upload of supplier certificates, financial profile, etc.) the supplier certificates available eTendersNI and utilise them when they are required on the advertised procurement procedures, provided that they have been previously completed.

Please contact the eTendersNI 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.

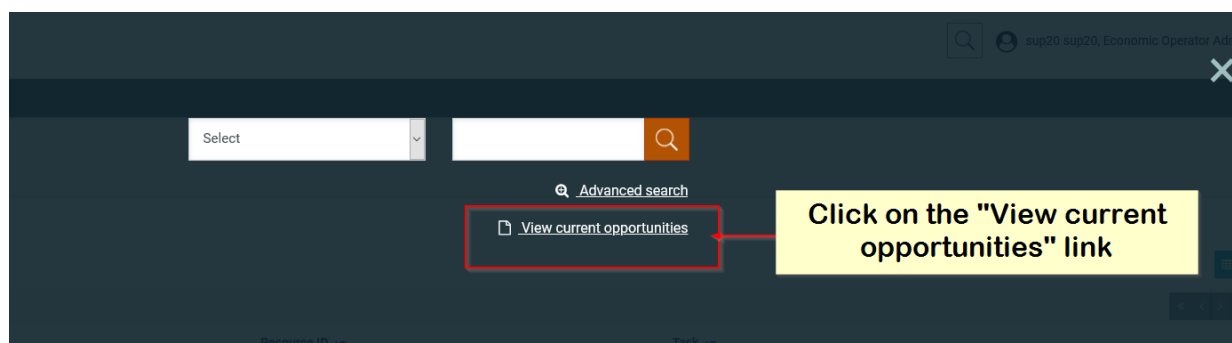
### Procedure

Please check that all required certificates are filled in and marked as valid in your supplier profile (e-Attestations section). In case you need to fill in a particular certificate, please see the short manual “EPPS0915 – Filling an eAttestation certificate” for more information on the procedure to follow. After making sure that all required certificates are valid and complete, then you may follow the steps described below.

- Click on the "Advanced Search" icon



- Click on the “View current opportunities” link



- Click on the “CfT Title” for the call for tender you are interested in

SEARCH RESULTS

10 Results Per page | Displaying: 1-10 | 217 results in total.

#	CFT Title	Resource ID	CA	Info	Date published	Tenders Submission Deadline	Procedure	Status	Notice PDF	Cycle
1	<a href="#">Oracle Hardware (cf)</a>	28334					Open	Tender Submission		
2		27858					Open	Tender Submission		
3		28214					Involving negotiations	Tender Submission		

- Click on the “Show CfT Menu” button and then select the “Tender” option

View CfT Workspace

CFT: ORACLE HARDWARE (CF)

TENDER SUBMISSION DEADLINE IN (DAYS/HOURS):

BUYER ORGANISATION:

TITLE: Oracle Hardware (cf)

CFT CA UNIQUE ID: Public Company-228

EVALUATION MECHANISM: Price/Cost Effectiveness

DESCRIPTION: Oracle Hardware (cf)

PROCUREMENT TYPE: Supplies

Show CfT Menu

- CFT core information
- CFT documents
- Tender**
- Withdraw Eol
- Specify Alerts
- Messaging
- Automated notifications

- Choose whether you wish to associate other users with this Call for Tender and click on the “ACCEPT & CONFIRM ALL OF THE ABOVE” button. Please note that this screen may not appear if you have already confirmed and accepted previously

## View Tenders

CFT: ORACLE HARDWARE (CF)

Show CFT Menu

Choose the type of association

### 1. Type of association

- ☐ 1. Associate all users of my Economic Operator with this CFT
- ☒ 2. Associate only myself with this CFT

### 2. Confirm the validity of your user details

Name Last Name Username




Click on the "ACCEPT &amp; CONFIRM ALL THE ABOVE" button

ACCEPT &amp; CONFIRM ALL OF THE ABOVE

CANCEL

- Prepare a tender response through clicking on the "Create your tender online" option

## View Tenders

**Tender submission is now open.** Please click on "Create your tender online" button in order to start preparing your tender response. After completing all sections, submit your tender. Your tender should then be listed in the list of submitted tenders below.

CFT: ORACLE HARDWARE (CF)

Show CFT Menu

Please select either "Create your tender online" or "Create your tender locally".

"Create your tender online" allows to work online, temporarily saving tender data on eTendersNI. Data is saved permanently only upon clicking "Submit", to trigger the official tender submission.

"Create your tender locally" requires installation of Java and an internet connection. Tender data is saved locally by the tender preparation tool (on user PC) and is saved permanently only upon clicking "Pack and Submit tender", to trigger the official tender submission.

Create your tender online

Click on the "Create your tender online" button

Create your tender locally

- Provide a meaningful title that describes your response and then click on the "Save" button to proceed

## Oracle Hardware (cf)

### Create Response

Oracle Hardware (cf)

#### Create Response \*

Please enter a response title

Provide a meaningful title that describes your response. The title will not be visible to the Buyer, it will help you navigate efficiently and distinguish between multiple tender submissions.

Please provide a title for your tender response

Click on the "Save" button in order to proceed

Save

- Click on the “pencil” icon and then on the “Edit” button to start preparing your response.

In order to utilise a certificate, check the box (e.g. “I confirm that I have completed the online profile certificate and I authorise the system to use the answers I provided online in my certificate”) to confirm that you have completed the online profile certificate and to authorise the system to use the answers you provided online in your certificate.

Please note that during tender submission, before you select to include your company certificate as part of the tender response (ticking the box displayed below), you should first check / edit/ review the responses included in your company certificate (through the “Homepage” > “EO Administration” > “EO management” > “eAttestation” functionality). After ticking this box and including your certificate, the system will use the answer provided in your company certificate, without displaying them in the screen below.

- Check the box in order for the certificate to be submitted automatically

Please repeat the above step for all certificates required in a Call for Tender

You may need also to provide responses for any other tender questions published by the Procurement Officer and that are not included in any e-Attestations certificate

- Once all questions/ certificates have been completed then you can upload your

response by clicking on the “Submit” button.

- The submitted response appears in the “List of submitted tenders” as follows:

#### List of submitted Tenders (created online/offline)

	Submitted #	Submitted By	Tender Name	View Tender	Status	Tender Complete	Received on Time	T/P conformance	T/P receipt ID	T/P submission time	D/P match result	D/P receipt ID	D/P submission time
<input checked="" type="checkbox"/>	1				✓	✓	✓	✓	000000407		✓		

REMOVE

✓ All items submitted/Hash match | 
 ⚠ Additional items will be needed | 
 ✗ Missing items/Hash mismatch/Late Submission

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