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## **E-TENDERING SERVICES**

### **EPPS0917 – DOWNLOADING E-ATTESTATIONS CERTIFICATES LOCALLY**



**VERSION 4.0 – 03/2020**

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## Downloading eAttestations certificates locally

### EPPS0917

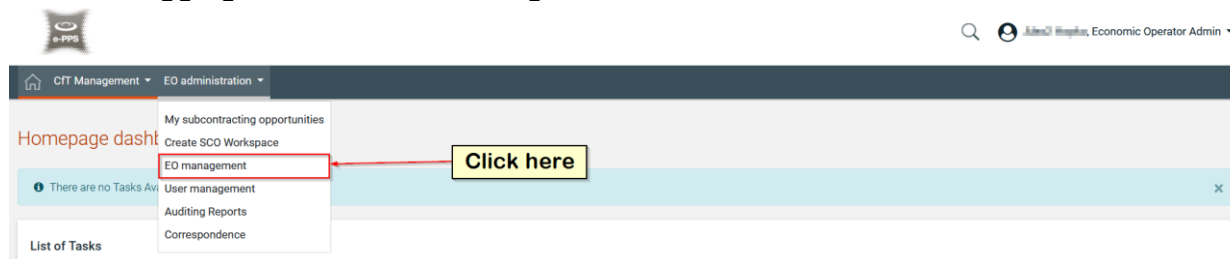
#### Purpose

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 eTendersNI and utilise them when they are required on the advertised procurement procedures.

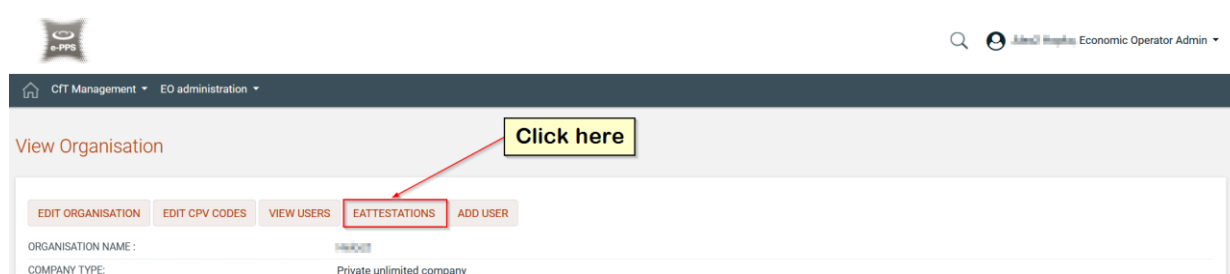
Please contact the eTendersNI Helpdesk for any technical issues. Although note that particular questions regarding the actual tender process, specifications or points of clarification should be made directly to the relevant Contracting Authority.

#### Procedure

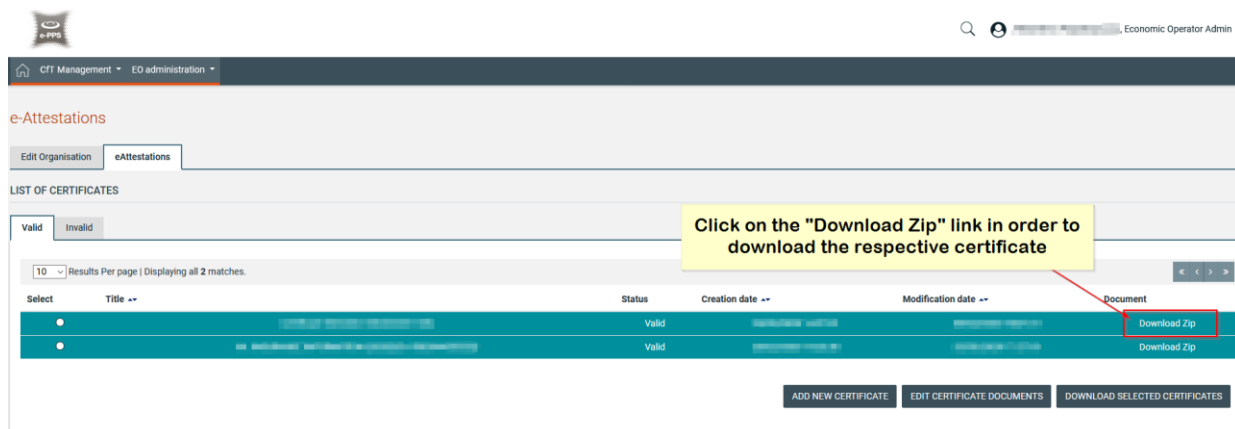
- After logging in, select “EO management”



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



- Click on the “Download zip” link in order to download the respective certificate



The screenshot shows the 'e-Attestations' page in the e-PPS system. The page has a navigation bar with 'CFT Management' and 'EO administration'. Below the navigation bar, there's a section for 'e-Attestations' with tabs for 'Edit Organisation' and 'eAttestations'. The main content area is titled 'LIST OF CERTIFICATES' and has tabs for 'Valid' and 'Invalid'. A yellow callout box points to the 'Download Zip' link in the 'Document' column of the certificate list. The list shows two certificates, both with a status of 'Valid'. The 'Download Zip' link is highlighted with a red box.

Select	Title	Status	Creation date	Modification date	Document
<input type="checkbox"/>	[Certificate Title]	Valid	[Creation Date]	[Modification Date]	<a href="#">Download Zip</a>
<input type="checkbox"/>	[Certificate Title]	Valid	[Creation Date]	[Modification Date]	<a href="#">Download Zip</a>

At the bottom of the page, there are three buttons: 'ADD NEW CERTIFICATE', 'EDIT CERTIFICATE DOCUMENTS', and 'DOWNLOAD SELECTED CERTIFICATES'.

**-END OF DOCUMENT-**