
E-TENDERING SERVICES

EPPS0918 – PUBLISHING A SUBCONTRACTING OPPORTUNITY



VERSION 3.0 – 03/2020

Publishing a Subcontracting Opportunity

EPPS0918

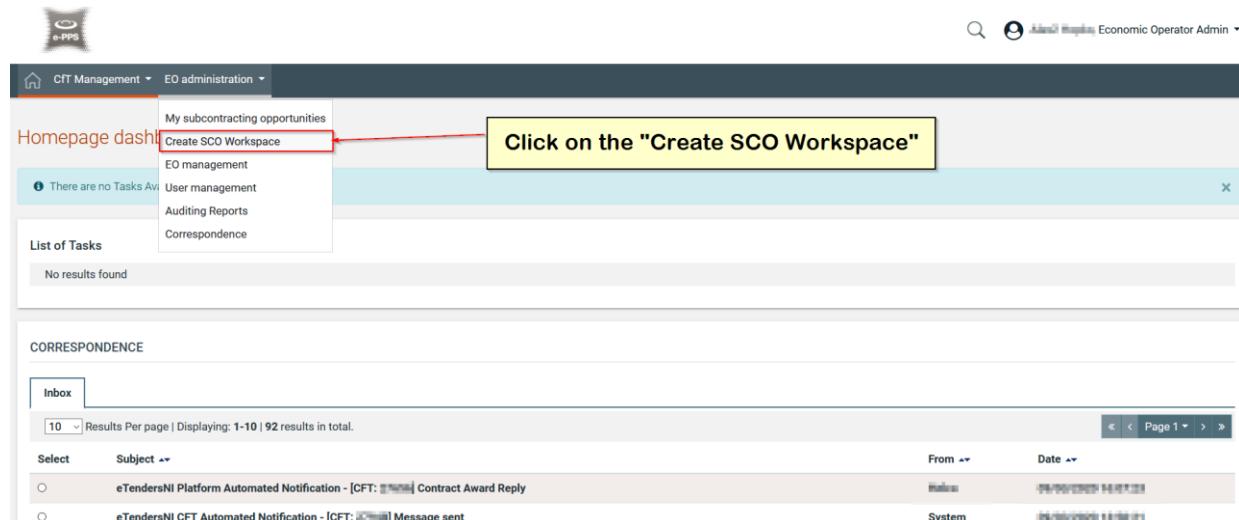
Purpose

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.



The screenshot shows the eTendersNI platform interface. At the top, there is a navigation bar with 'Cft Management' and 'EO administration' dropdowns. Below this is a 'Homepage dashboard' section with a message 'There are no Tasks Available' and a 'List of Tasks' table showing 'No results found'. On the right, there is a 'CORRESPONDENCE' section with an 'Inbox' tab selected. A red box highlights the 'Create SCO Workspace' option in the 'EO administration' dropdown menu. A yellow box with the text 'Click on the "Create SCO Workspace"' points to the same menu item. The inbox shows two messages: 'eTendersNI Platform Automated Notification' and 'eTendersNI CFT Automated Notification'.

- 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 (Red circle)

Cft Title (Red circle)

- Select Cft - (Red box)

Description (Red circle)

Fill in all the mandatory fields

(Maximum characters: 500000)

Contact Information (Red circle)

Valid Until (Red circle)

Procurement Type (Red circle)

-Select Procurement Type-

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.

 e-PPS

Economic Operator Admin ▾

CFT Management ▾ EO administration ▾

View SCO Workspace



TITLE:	
CFT TITLE:	
DESCRIPTION:	
PROCUREMENT TYPE:	Services
CONTACT INFORMATION:	
VALID UNTIL:	
PUBLISHED:	

-END OF DOCUMENT-