
E-TENDERING SERVICES

EPPS0903- EDITING SUPPLIER ORGANISATION DETAILS



VERSION 2.0 – 05/15

Editing Supplier Organisation details

EPPS0903

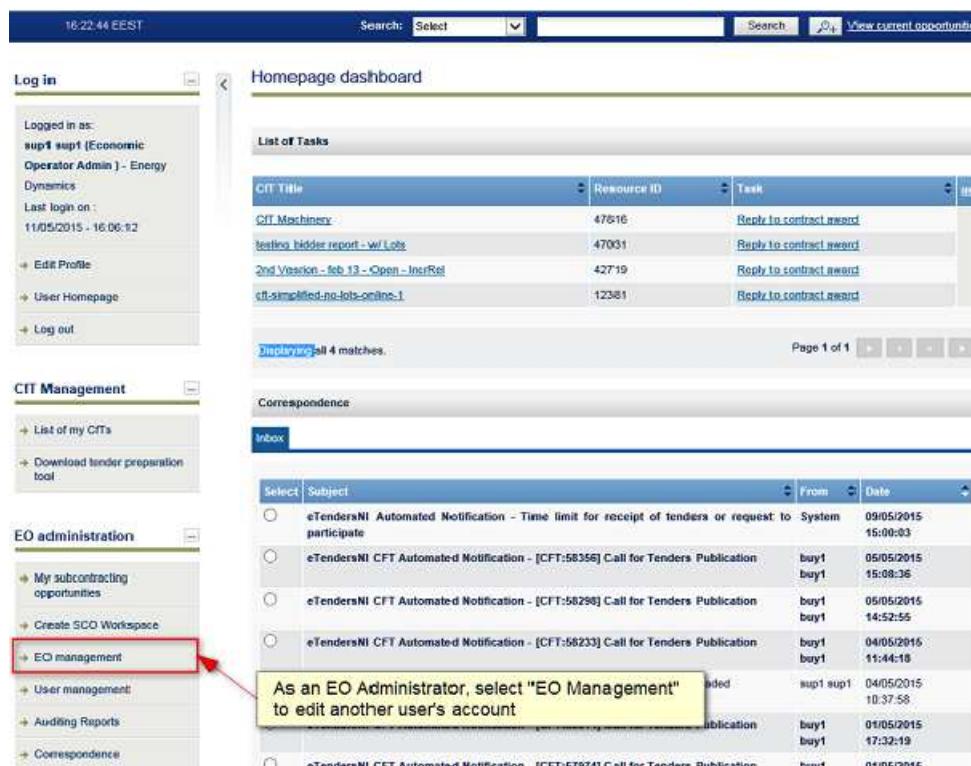
Purpose

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.



16:22:44 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

CIT Management

+ List of my CITs

+ Download tender preparation tool

EO administration

+ My subcontracting opportunities

+ Create SCO Workspace

+ EO management

+ User management

+ Auditing Reports

+ Correspondence

Homepage dashboard

List of Tasks

CIT Title	Resource ID	Task
CIT Machinery	47816	Reply to contract award
testing bidder report - w/ Lots	47031	Reply to contract award
2nd Version - Feb 13 - Open - InerRel	42719	Reply to contract award
cti-simplified-no-lots-online-1	12381	Reply to contract award

Displaying all 4 matches. Page 1 of 1

Correspondence

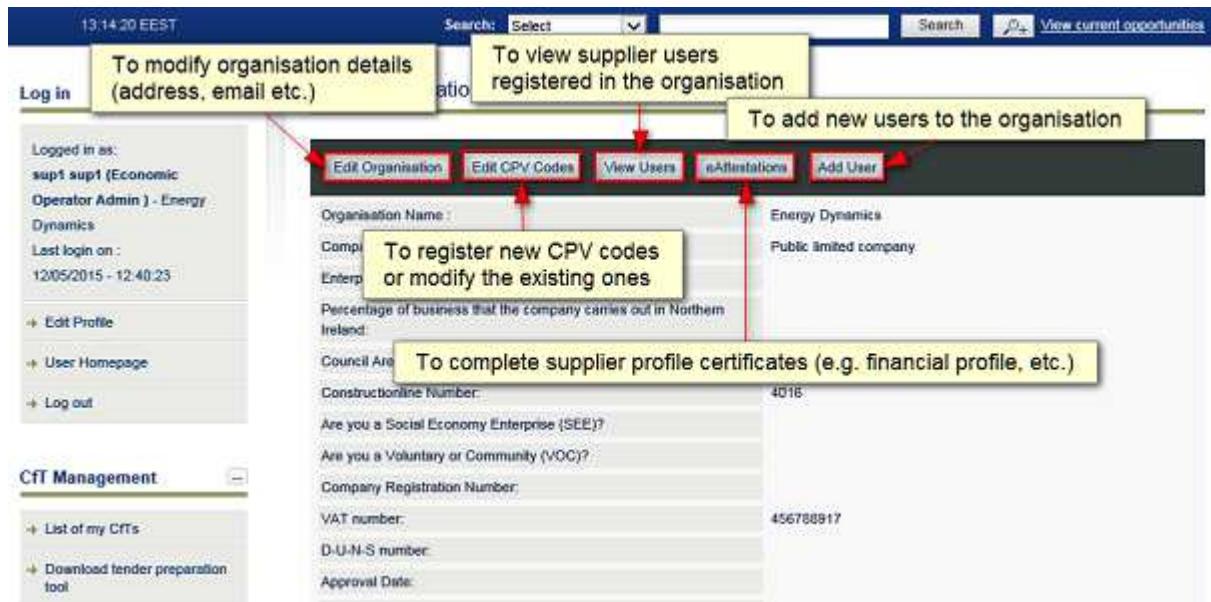
Inbox

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	05/05/2015 15:08:36
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:58298] Call for Tenders Publication	buy1	05/05/2015 14:52:55
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:58233] Call for Tenders Publication	buy1	04/05/2015 11:44:18
<input type="radio"/>	As an EO Administrator, select "EO Management" to edit another user's account	sup1 sup1	04/05/2015 10:37:58
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:58241] Call for Tenders Publication	buy1	01/05/2015 17:32:19
<input type="radio"/>	eTendersNI CFT Automated Notification - [CFT:57974] Call for Tenders Publication	buy1	01/05/2015

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

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

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



13:14:20 EEST

Search: Select

View current opportunities

Log in To modify organisation details (address, email etc.)

ratio To view supplier users registered in the organisation

To add new users to the organisation

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

Organisation Name: Energy Dynamics

Company Type: Public limited company

Percentage of business that the company carries out in Northern Ireland:

Council Area: To complete supplier profile certificates (e.g. financial profile, etc.)

Constructionline Number: 4016

Are you a Social Economy Enterprise (SEE)?

Are you a Voluntary or Community (VOC)?

Company Registration Number:

VAT number: 456788917

D-U-N-S number:

Approval Date:

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



18:26:37 EEST

Search: Select

Edit Organisation Profile

Edit Organisation

* 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

CTT Management

+ List of my CTTs
+ 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 "Solo 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: 455788917 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 - 16:08:12

+ Edit Profile
+ User Homepage
+ Log out

CTT Management

+ List of my CTTs
+ 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

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