
E-TENDERING SERVICES

EPPS0903- EDITING SUPPLIER ORGANISATION DETAILS



VERSION 2.0 – 05/15

Editing Supplier Organisation details

EPPS0903

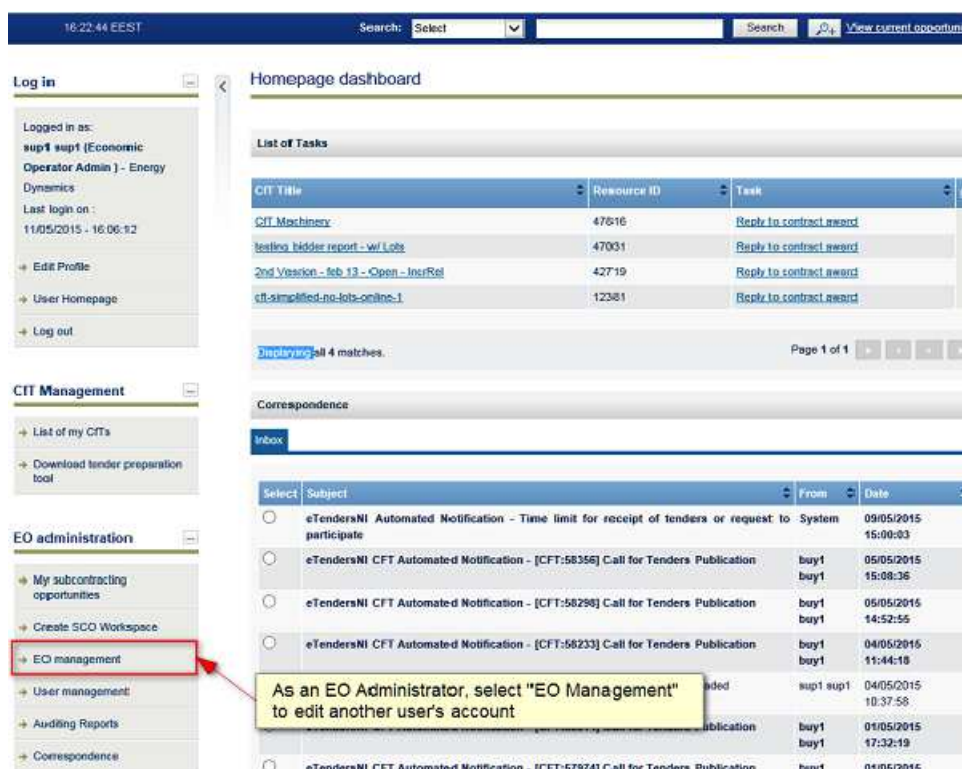
Purpose

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 sidebar menu with the following sections: 'Log in', 'CFT Management', and 'EO administration'. The 'EO administration' section is expanded, showing options: 'My subcontracting opportunities', 'Create SCO Workspace', 'EO management' (highlighted with a red box and a yellow callout), 'User management', 'Auditing Reports', and 'Correspondence'. The main content area displays a 'Homepage dashboard' with a 'List of Tasks' table, a 'Correspondence' section, and an 'Inbox' table. The 'Inbox' table has columns for 'Select', 'Subject', 'From', and 'Date'. It contains several entries, including 'eTendersNI Automated Notification - Time limit for receipt of tenders or request to participate' and 'eTendersNI CFT Automated Notification - [CFT:58356] Call for Tenders Publication'.

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 shows the 'Edit Organisation' page in the e-Sourcing system. The page is titled '13:14:20 EEST' and has a search bar at the top. A left sidebar shows the user's login details and navigation options. The main content area displays the organisation's details, including name, company type, and various registration numbers. Red arrows point from yellow callout boxes to specific buttons and fields:

- To modify organisation details (address, email etc.):** Points to the 'Edit Organisation' button.
- To view supplier users registered in the organisation:** Points to the 'View Users' button.
- To add new users to the organisation:** Points to the 'Add User' button.
- To register new CPV codes or modify the existing ones:** Points to the 'Edit CPV Codes' button.
- To complete supplier profile certificates (e.g. financial profile, etc.):** Points to the 'eAttestations' button.

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

18:26:37 EEST
Search:
Select
Search
View current opportunities

Log in

Logged in as:
supt1 supt1 (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 :
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:

* Address:
bvnvn1

* Postal Code:
jhk

* City:
hjkjh

* Country:
United Kingdom

* Email:
ca1a1@defos.eurodyn.com

* Phone Number:
4679785

Fax:

Status:
Active

Save
Reset
Cancel

* 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: [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](#)

Edit Organisation Profile

An error has occurred:

- Organisation Name is invalid

[Close](#)

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:

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

17:34:05 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](#)

Edit Organisation Profile

The organisation was updated successfully.

[Close](#)

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

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